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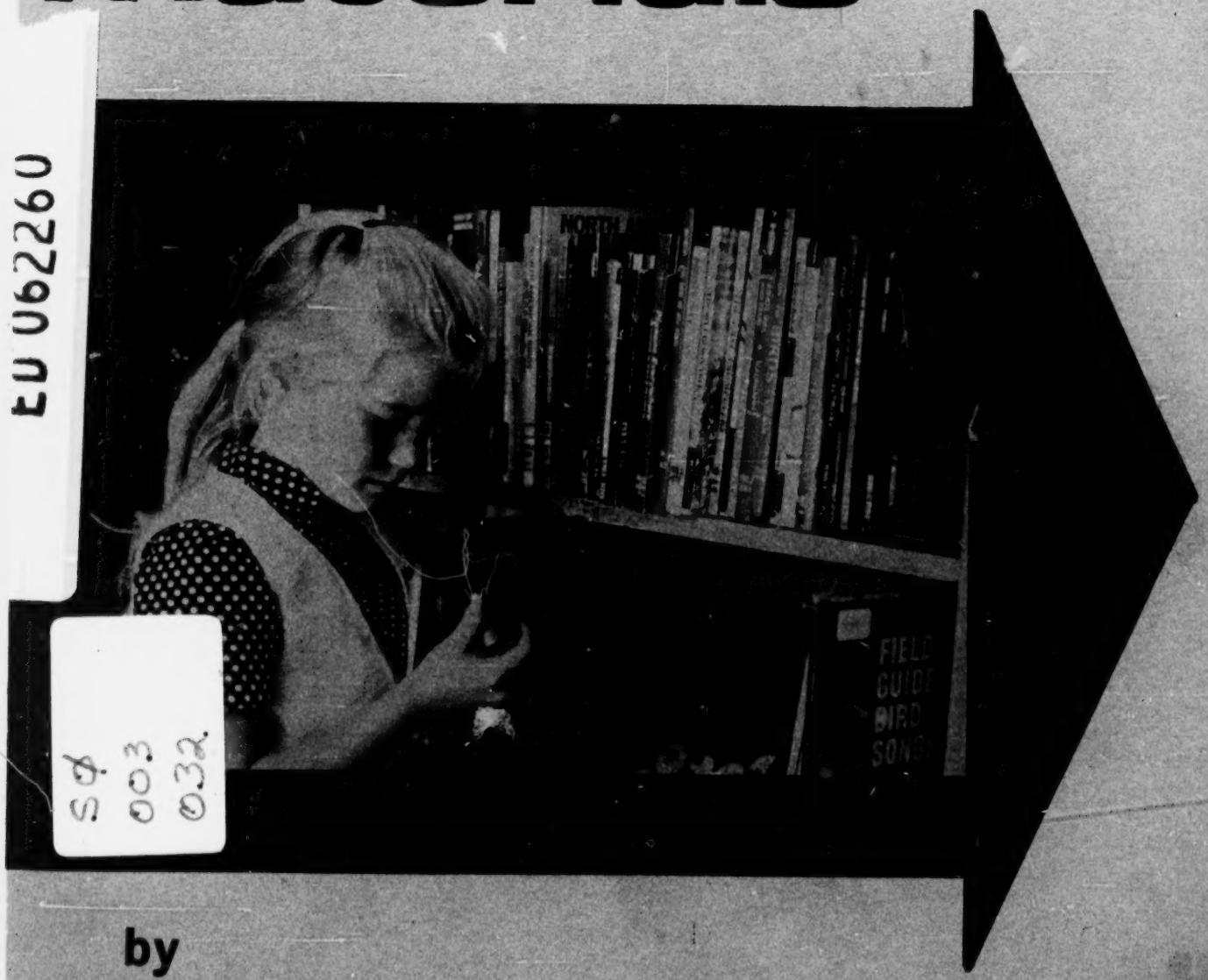
ABSTRACT

The manual for librarians in the Madison Public School system offers guidelines for cataloging nonbook materials. The purposes in preparing this manual are threefold: to provide the best information about these nonprint items based on school special needs; to make these materials easy to find and use; and to assist both students and teachers in their search for all related materials on the subject. These goals influenced the decisions on cataloging format for bibliographic data describing nonbook materials. Standard library principles of cataloging are adapted for the handling of these materials. The system governing audio-visual media cataloging generally follows an arrangement by Dewey class number establishing consistency in methods for processing both books and nonbook items. The manual is arranged into the following eight sections: 1) an introduction; 2) cataloging and housing instructions for still-projection materials, motion picture projection materials, audio materials, flat graphic materials, three dimensional materials and multi-media materials study kits; 3) locally produced materials; 4) ephemeral materials; 5) cataloging guide; 6) storage and summary table; 7) bibliography; and, 8) appendix: School Symbols and Codes. (Author/SJM)

ED 062260

organizing audio-visual instructional materials



SP 003 032

by
rose holmes
instructional materials center
curriculum development department

madison public schools • madison • wisconsin

FILM LOOPS

TAPES

MODELS

RECORDS

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ORGANIZING AUDIO-VISUAL INSTRUCTIONAL MATERIALS

in the

MADISON PUBLIC SCHOOLS

by

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Madison Public Schools
Madison, Wisconsin
1972

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ORGANIZING AUDIO-VISUAL INSTRUCTIONAL MATERIALS IN THE MADISON PUBLIC SCHOOLS

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FOREWORD

Central libraries in all schools and centralized processing have been unique and admirable features in the Madison, Wisconsin, Public School System for many years. The instructional materials concept, with its prime concern for providing materials in many formats for student selection and use, was quickly adopted system wide. Today, every school has an instructional materials center with professional and clerical staff. The school community's use of these materials is extensive and efficient. All print and nonprint materials are ordered, cataloged and processed in one location, then distributed to the school instructional materials centers. This practice was current even before the new standards[1] for school media programs recommended a unified organization and administration of all media within the school building. Constant review of Madison procedures result in increased skill and economy in technical processing.

[1]American Library Assoc. Standards for School Media Programs, 1969.

PHILOSOPHY

In a Wilson Library Bulletin article Doris Carson said, "The problem of cataloging nonbook materials is not one of creating special rules, but of adapting standard principles of cataloging to the special materials."[1] This thought has been the basis of the Madison approach to the cataloging of nonprint media.

Trial and error in school practices resulted in a decision for arrangement by Dewey class number, thus following the standard classification procedures for books. The subject approach was also in keeping with the library cataloging philosophy for printed materials. Each processed item is accompanied by a set of catalog cards, labels and circulation cards. Catalog card sets include: main entry card; title card; shelf list; subject cards and added entry cards. All cards display Dewey decimal classification number and the first three letters of the main entry, with media codes* above the call number; fiction titles have no marking other than the media code. The adoption of media codes above call numbers was to identify audio-visual titles quickly since all cards interfile in one catalog with the cards for printed material, and for the computer production of audio-visual catalog cards.

Every cataloged item is accompanied by circulation cards with pockets on materials where possible.

Several media formats have not been used extensively enough in the Madison schools to warrant cataloging until recently. Some of these have been given subject reference cards for the catalog file and an inventory card for the shelf list file. Among these are microforms, slides (other than art slides), art prints, videotapes, games and three-dimensional materials. Since the commercial production of these media for school use has increased, and as they are being added, cataloging will be supplied for those of lasting quality. This manual will include pertinent information on the handling of these materials. For the present they will have the media identification name above the call number rather than codes:

Art print	Globe	Poster
Chart	Microform	Realia
Flash card	Model	
Game	Picture	

[1]Carson, Doris. "Cataloging Non-Print Materials." Wilson Library Bulletin, March, 1968, p. 262.

*See page 6, list of codes.

ACQUISITION PROGRAMS

The decisions expressed in this manual have had a gradual evolution. With the emergence of the Instructional Materials Center philosophy there was a rapid increase in the acquisition of nonbook materials. Selection and ordering procedures had to be instituted and proper storage facilities provided, for these have significant bearing on the processing of instructional materials. To provide effective means of finding selected pieces of media from the large mass of materials became an important goal. Analyses of policies in regard to the selection, processing, distribution and use of nonbook media were accomplished by committees of librarians in consultation with teachers, the Instructional Materials Center director, the school library coordinator, the audio-visual coordinator and the catalogers.

SELECTION AND LISTING

Careful selection and ordering of nonprint items cannot be too strongly stressed. A long history of excellent book selection practices has been true of the Madison system. Committees of librarians at all levels prepare selected lists which have been used by all librarians as a source for ordering. These have been distributed at frequent intervals throughout the school year. A separate audio-visual materials selection list, called the AV CORE LIST, appeared annually. Since the initiation of computer based library operations, beginning in 1967, these selected lists have been incorporated into one large order list, the Madison Instructional Materials List (MIM List), from which selection can be made and ordering accomplished through the use of punched cards. The year, 1971, has seen the development of selection committees made up of audio-visualists in the schools. Careful evaluation and screening of materials as well as careful selection from reviewing journals has resulted in the preparation and more frequent distribution of recommended buying lists of audio-visual materials.

COMPUTER APPLICATIONS

Computer assisted book processing was begun by the Madison Public Schools late in 1967. Early experiments to include audio-visual processing were attempted. Data for audio-visual titles on a large scale was stored for the 1969 CORE lists of recommended audio-visual materials. As rapidly as possible new titles are being added.

With the addition of certain codes and the inclusion of specific order numbers the programs for processing book titles were adapted for processing audio-visual media. The various materials cataloged have these symbols appearing above the call number:

FS	Filmstrip
FSS	Sound Filmstrip
RD	Record (Recording-disc)
RT	Tape (Recording-tape)
SP	Study print
MPL	Loop film (Motion picture)
KIT	Study kit (Multi-media)
VT	Videotape

Additional codes will be added as other types of audio-visual media are cataloged.

Programs for computer processing are written to prepare purchase orders, perform accounting routines, produce catalog card sets, labels for attaching to items and circulation devices. Also at regular intervals status reports of items on order are sent to each librarian. The most recent issue of the MIM List, February, 1971, includes a separate volume for audio-visual materials now stored and available for ordering by punched card. This volume also offers title and subject indexes.

ORGANIZATION AND CATALOGING PROCEDURES

Looking beyond these established and recently computer-adapted selection lists, concern about the uniformity of the organization and the processing of these various media brought out the need for a procedures manual. Since a manual establishes consistency in methods for processing nonprint media, the Madison librarians thus acquire useful policy and standards information which help them use profitably the sets of catalog cards accompanying these nonprint materials. It also assists them in preparation of brief cataloging for items not acquired through normal channels, gifts, etc.

With guidelines outlined here for housing these items, librarians in the Madison system can easily direct students and teachers to book and nonbook items in their collections. Since the system governing audio-visual media processing generally follows that for books, the Madison school library user will not be confused by several cataloging systems.

The purposes in preparing this manual are threefold: to provide the best information about these nonprint items based on school special needs; to make these materials easy to find and use; and to assist both students and teachers in their search for all related materials on a subject. These goals influenced the decisions on cataloging format for bibliographic data describing nonbook materials.

STANDARD PRACTICES AND ABBREVIATIONS:
ADDITIONAL COMPUTER BASED OPERATIONS

Madison follows the basic principles established by the American Library Association and the Library of Congress, the 1967 Anglo-American Cataloging Rules, the 9th Edition of Sears List of Subject Headings, the Library of Congress music subject headings, and the 16th and 17th Editions of Dewey Decimal Classification, with these modifications:

1. Author entries do not contain dates.
2. English form of foreign names is used whenever possible. An authority file is maintained to ensure consistency in spelling and use of entries.
3. Title entries for recordings are those found on the record label itself. (Here Madison deviates from the practice of providing uniform titles.)
4. Place of publication is usually omitted, the publisher's name is shortened, the date is omitted when not given.
5. Physical description is simplified by omitting information not meaningful or essential for student research.
6. Only important series are noted, traced and used as added entry.
7. More subject tracings are used, even for fiction.

Abbreviations used on the cards are these:

b&w.	black and white	mono.	monaural
fr.	frames	no.	number
fs.	filmstrips	Pt.	part
in.	inches	rpm.	revolutions per minute
ips.	inches per second	ser.	series
min.	minutes	stereo.	stereophonic
mm.	millimeter		

Certain constraints have been accepted for computer based operations. Color banded cards are not used in Madison. The use of the media code above the call number and a repetition of the media following the title describes the material adequately. The tracing format as it appears on the illustrative cards in this manual is the standard tracing format: Madison sometimes substitutes "s" for subject tracings. For machine recognition, fixed fields are designated for subjects, identified by the letter "s."

CATALOGING AND HOUSING
BY MEDIA

FILMSTRIPS AND SOUND FILMSTRIPS

Definition

A series of transparent, still pictures on a roll of 35 millimeter film, usually stored in a round metal or plastic container and inserted in a filmstrip projector for viewing.

Cataloging

Call number:

The symbol for filmstrip and for sound filmstrip:
FS and FSS
The Dewey classification number.
The first 3 letters of the first title word, excluding a, an or the. An exception is a filmstrip classified Biography. In this case the letters under the classification number are the first 3 letters of the biographee's last name:

FS	
B	
ALc	Louisa May Alcott

Main entry:

The title as found on the title frame; the producer's number, when given; the word, "Filmstrip" or "Sound filmstrip," enclosed in parentheses:
Louisa May Alcott, famous author No. 55-E
(Filmstrip)

Imprint:

The name of the producer, abbreviated when well-known; the distributor, if useful; the date, when given. The producer develops the content and form. The distributor is the releasing agent with exclusive national distribution rights for the materials. Regional purchasing sources (jobbers) are not included.

Physical Description:

1. For single filmstrips indicate the number of frames, color, only if black and white, series name:
35 fr. b&w. Seeing West Germany

2. For a set of filmstrips indicate the number of filmstrips, the average number of frames:
4 filmstrips 35 fr.(average)

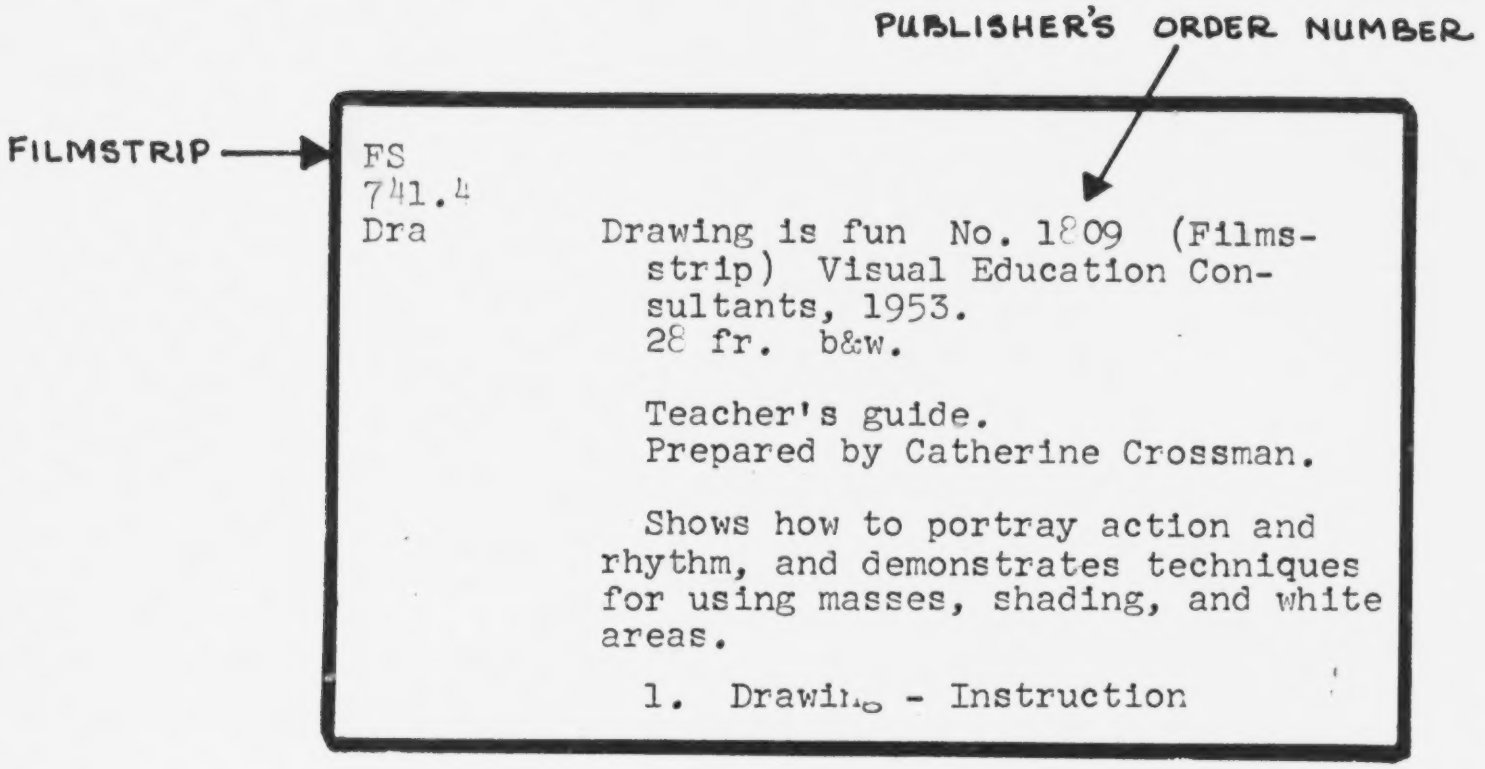
3. Sound filmstrips need to have information describing the sound accompaniment. This follows the filmstrip description:
35 fr. and 1 record 10 min.
35 fr. and 1 tape (reel) 10 min.
35 fr. and 1 cassette tape

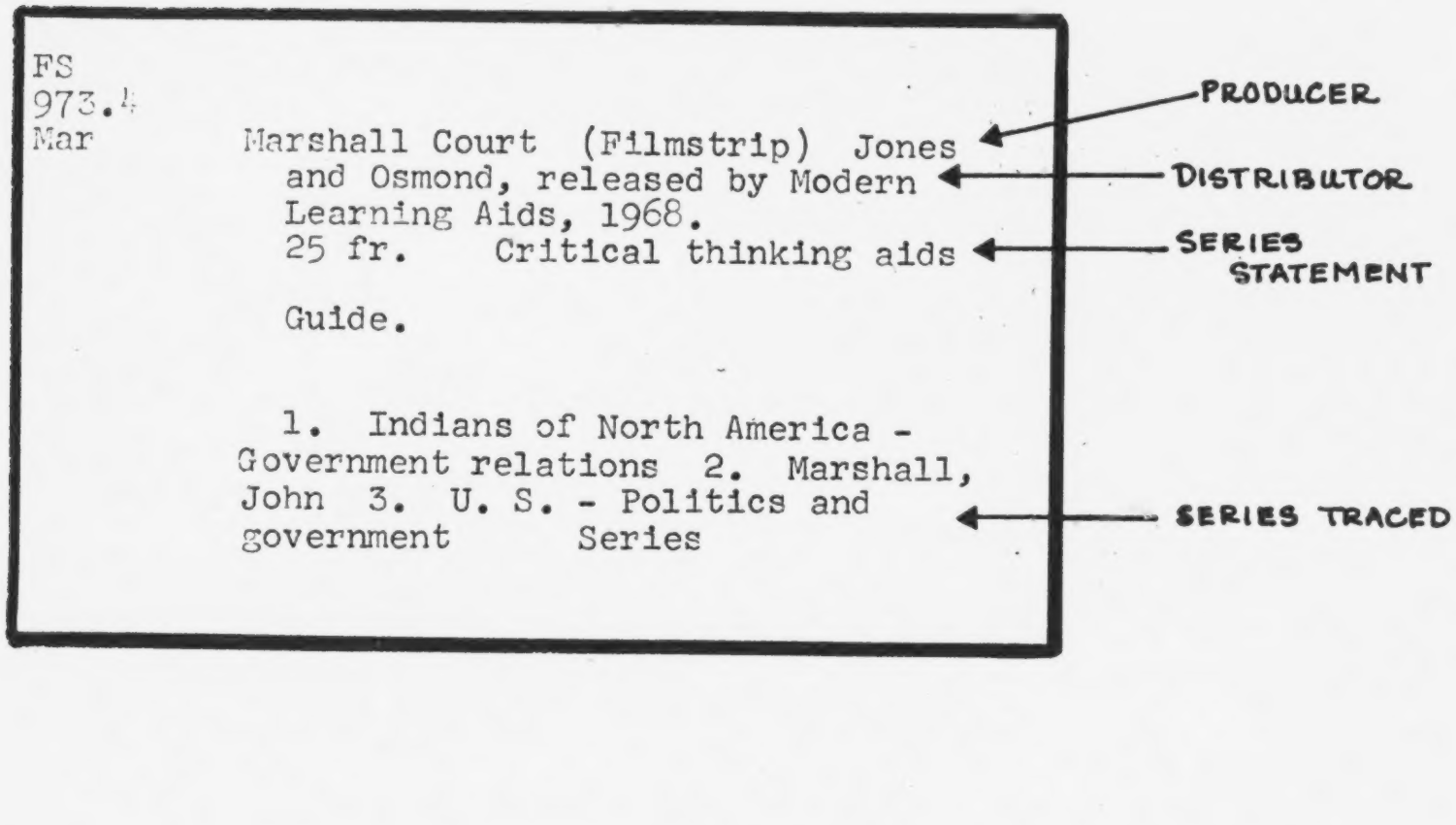
Notes:

Accompanying printed material: teacher's manual, student guide or filmstrip text.
The contents listed, or a brief, clear, summary sentence.
Source material or "based on" note.

Tracings:

1. Subject headings.
2. Added entries.
3. Analytics, as needed.
4. Series tracing.


PUBLISHER'S ORDER NUMBER
FILMSTRIP
FS
741.4
Dra
Drawing is fun No. 1809 (Filmstrip) Visual Education Consultants, 1953.
28 fr. b&w.
Teacher's guide.
Prepared by Catherine Crossman.
Shows how to portray action and rhythm, and demonstrates techniques for using masses, shading, and white areas.
1. Drawing - Instruction


FS
973.4
Mar
Marshall Court (Filmstrip) Jones and Osmond, released by Modern Learning Aids, 1968.
25 fr. Critical thinking aids
Guide.
1. Indians of North America - Government relations 2. Marshall, John 3. U. S. - Politics and government Series
PRODUCER
DISTRIBUTOR
SERIES STATEMENT
SERIES TRACED

FILMSTRIP SERIES CATALOGED AS A SERIES

CALL NUMBER →

FS
574.9
Nor

North America's changing face
No. 645-M (Filmstrip) Imperial Film Co.
4 filmstrips 40 fr.(average)

Contents: Sea coasts.- Mountains.- Bodies of water.- Forest, grassland, or desert?

1. Natural history - North America 2. Mountains 3. Water 4. Forest influences

CATALOGED AS INDIVIDUAL FILMSTRIPS OF A SERIES

CALL NUMBER →

FS
634.9
For

Forest, grassland, or desert?

FS
551.4
Bod

Bodies of water No. 645-3 (Film-

FS
551.4
Mou

Mountains No. 645-2 (Filmstrip)

FS
551.4
Sea

Sea coasts No. 645-1 (Filmstrip)
Imperial Film Co., 1962.
45 fr. North America's changing face

1. Seash ore Series

SOUND FILMSTRIP

SPANISH LANGUAGE

FSS
S
+ The ugly little duck No. SD-25T
(Sound filmstrip) Wible Language
Institute.
20 fr. and tape (reel) 3 3/4 ips

ACCOMPANYING SOUND

Script in Spanish language.

1. Ducks - Stories (Spanish language) I. Title: El patito feo

ALTERNATE TITLE

FSS
784.4
Fol Folk songs of many people No. 153
(Sound filmstrip) Bowmar Records, 1966.
74 fr. and an LP record

Guide.

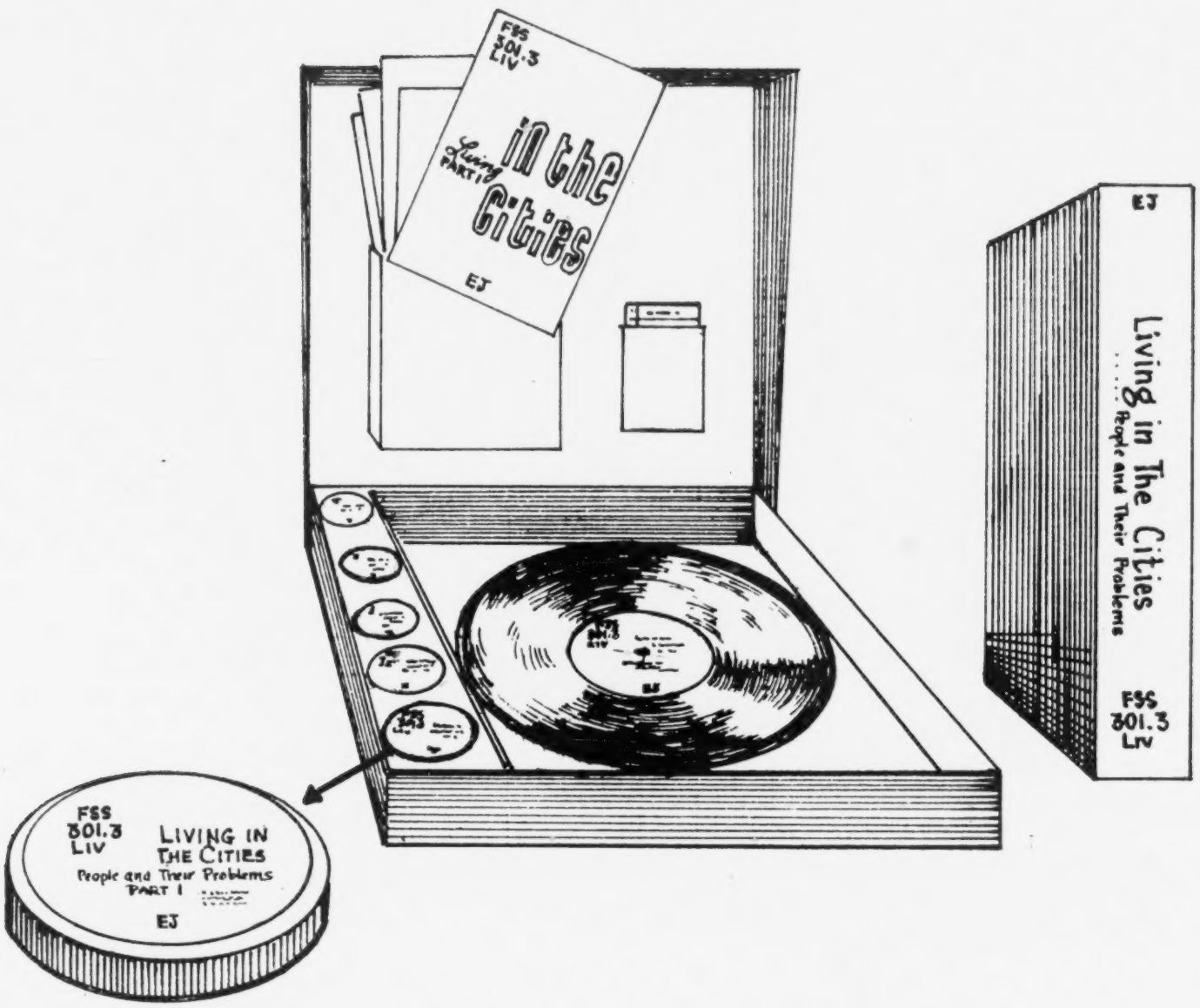
1. Folk songs

Processing

Print call numbers on the lid covers of filmstrip containers and place a title label around the outside of the container if the lid cover is the removable type.

Label guides and manuals for individual filmstrips and store in pamphlet boxes on or adjacent to the filmstrip cabinets.

Print call numbers on the spine of the sound filmstrip box in a suitable location. The call number and ownership marking are placed on each of the significant items in the box.



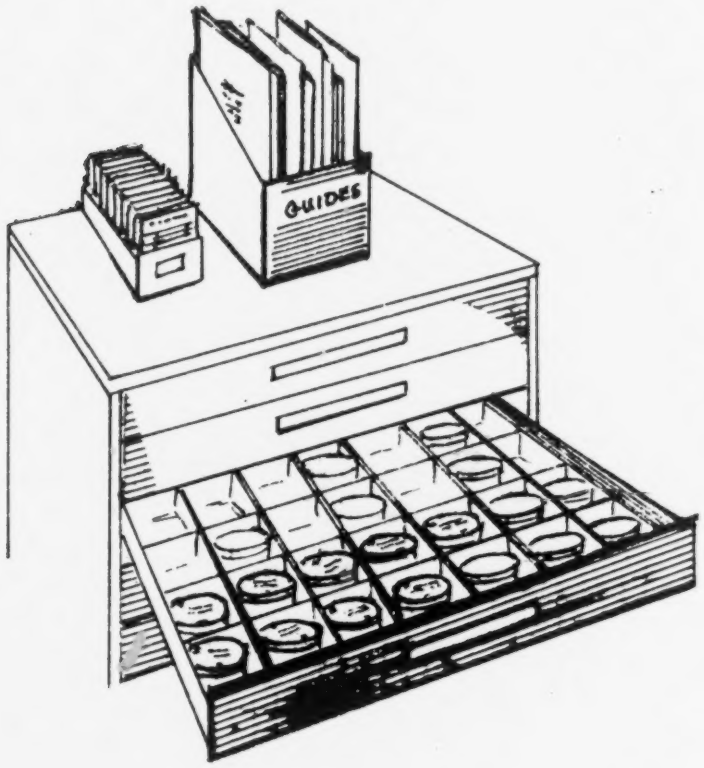
Housing

Individual filmstrips may be stored

1. In filmstrip cabinets.
2. In filmstrip racks at the ends of book shelves.
3. In commercially available boxes for intershelving with other media.

Accompanying guides may be kept in adjacent pamphlet boxes.

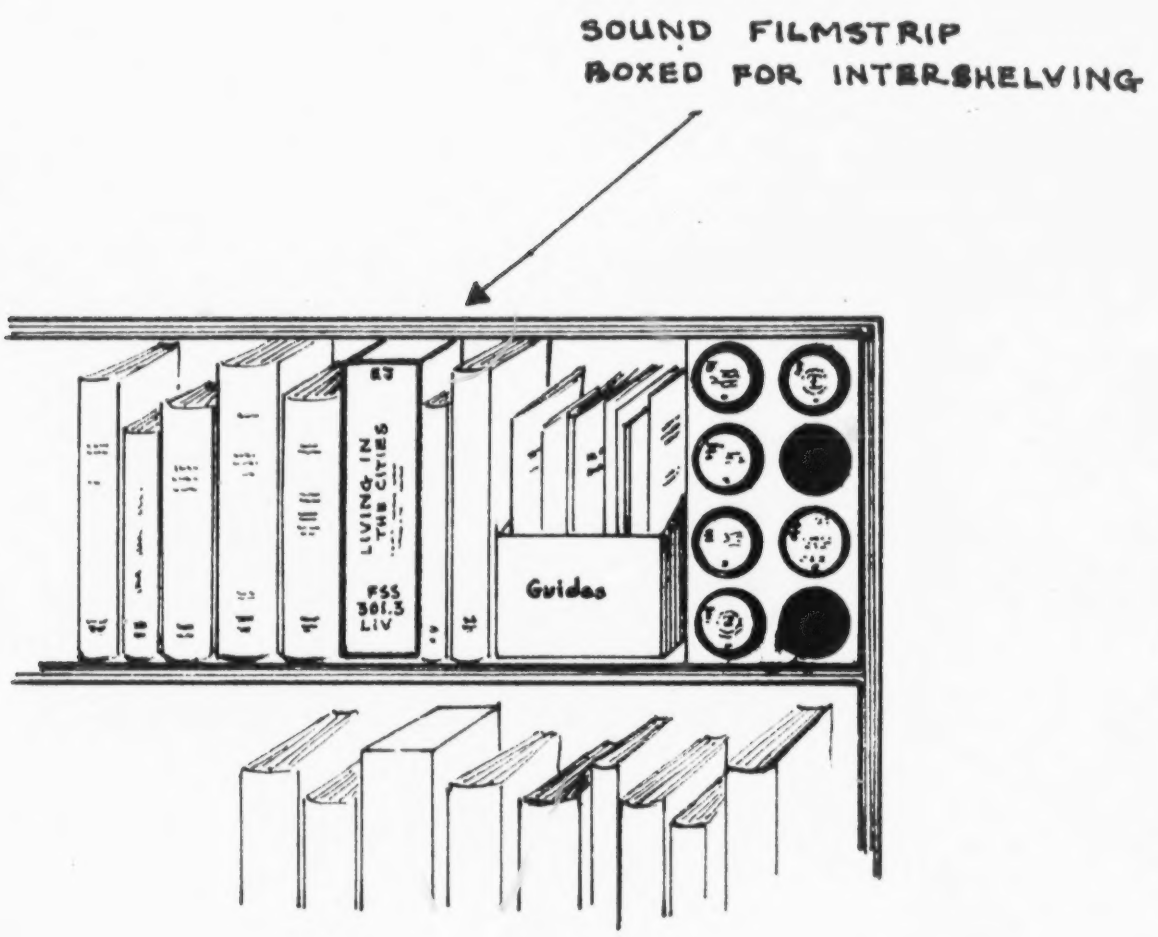
Use the original container supplied by the manufacturer for boxed sound filmstrip combinations when the packaging quality is good. Sturdy boxes are commercially available when the original containers need to be replaced.



Circulation

Circulation cards that accompany filmstrips stored in cabinets may be kept in a charge-out tray on or adjacent to the cabinet or shelf.

Attach a pocket for a circulation card to the lid of the boxed filmstrip or sound filmstrip combinations.



MICROFORMS

Definition

Microcopies of printed materials, pages of books, newspapers and magazines. They are reproduced photographically on transparent or opaque stock in roll, sheet or card format.

Cataloging

Call number: The abbreviation, MICRO.
The Dewey classification number.
The first three letters of the first main entry word.

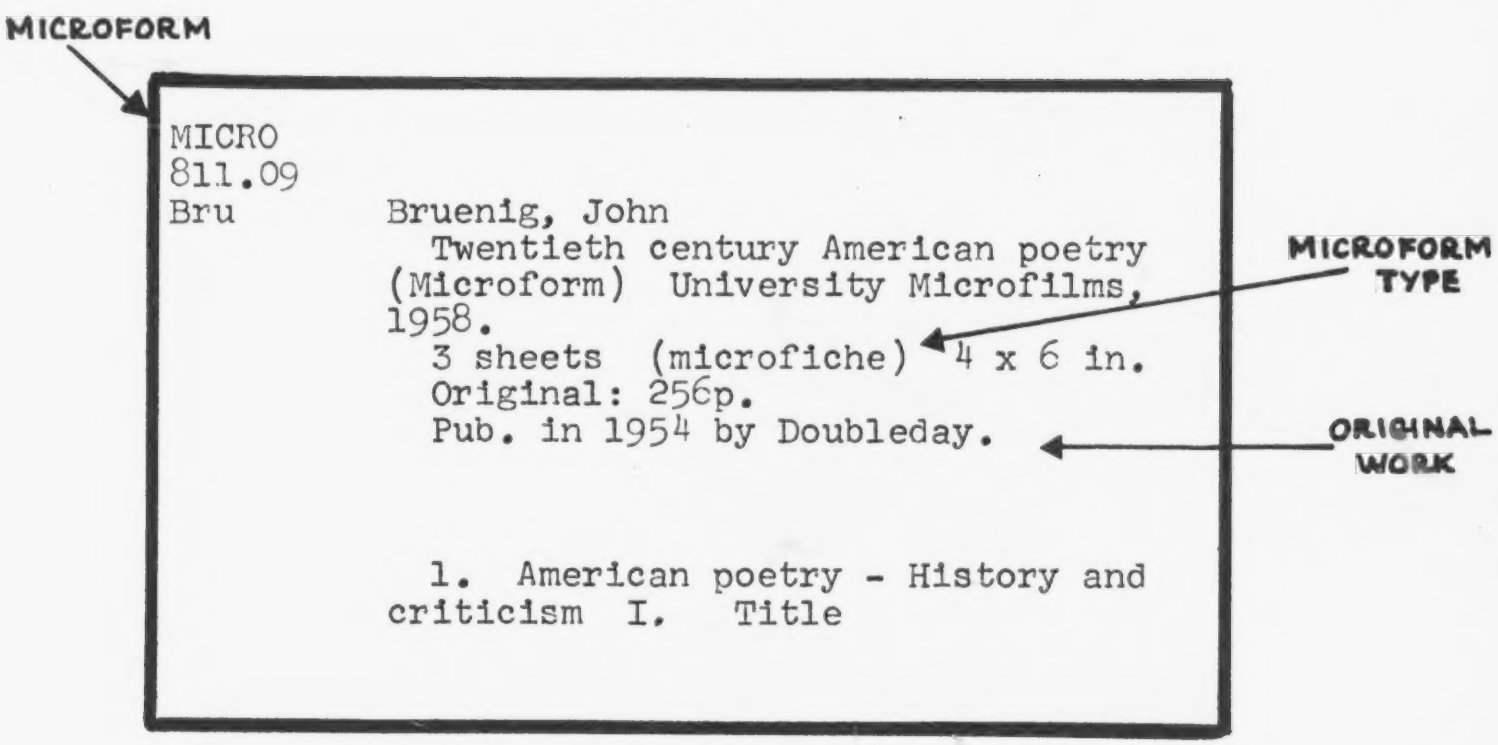
Main entry: Enter under the title found on the title frame, the margin of the card, or on the container. When it is desired to keep the works of one issue or one author together, then the item is cataloged like the periodical, the article, or the book. The word, "microform," enclosed in parentheses, should follow the title.

Imprint: The producer of the microform, the date.

Physical Description: Number of reels, sheets or cards, type of microcopy, size:
1 reel 35 mm.
7 microcards 5 x 7 in.
3 sheets (microfiche) 4 x 6 in.
Indicate only the negative reproductions.

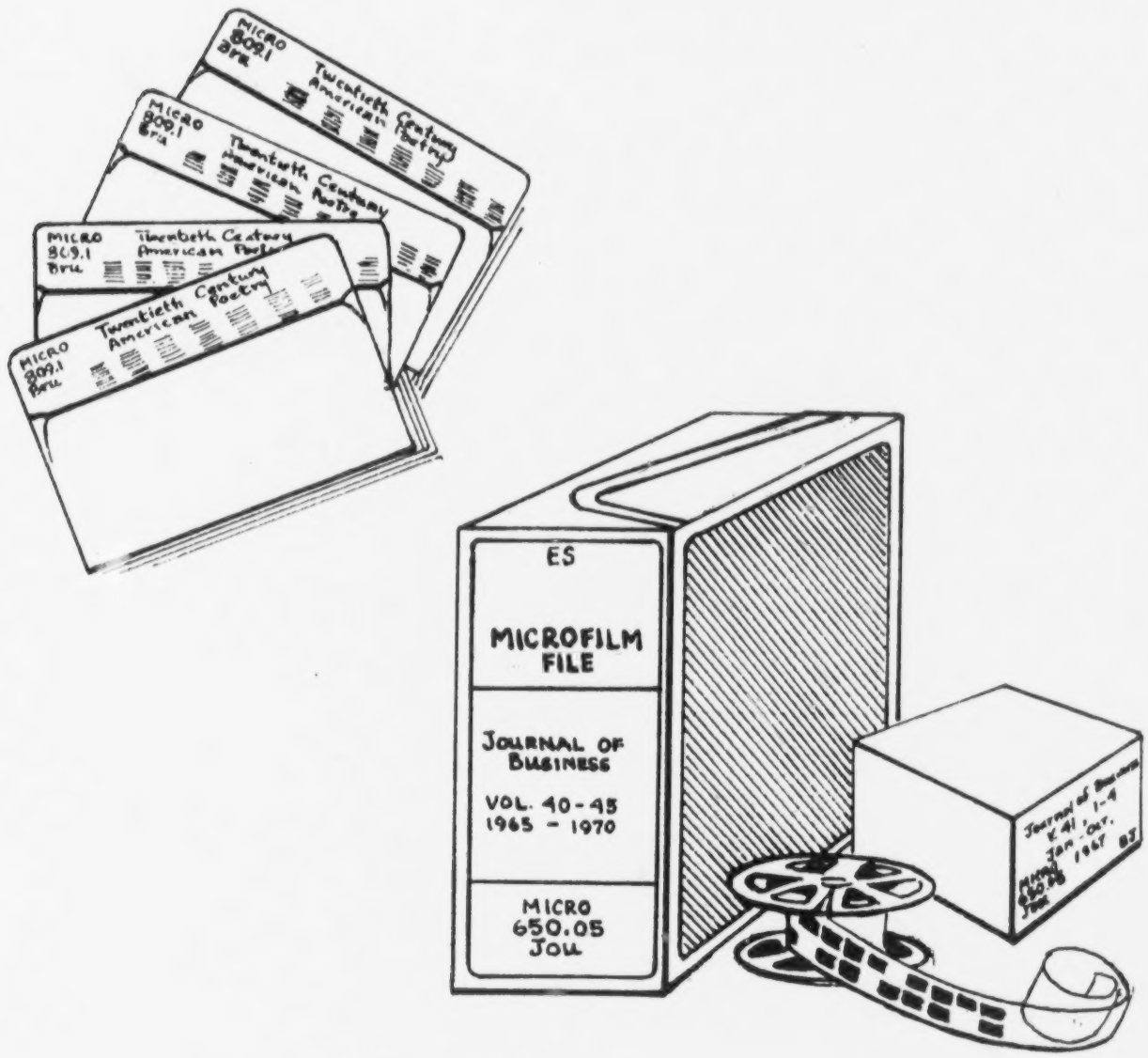
Notes: Describe the original title.
Include a summary sentence, if useful.

Tracings: See note under filmstrips.


MICROFORM
MICRO
811.09
Bru
Bruenig, John
Twentieth century American poetry (Microform) University Microfilms, 1958.
3 sheets (microfiche) 4 x 6 in.
Original: 256p.
Pub. in 1954 by Doubleday.
1. American poetry - History and criticism I. Title
MICROFORM TYPE
ORIGINAL WORK

Processing

Mark call number on microfiche, microcard and microfilm containers, on the title frame of the roll of film, in the upper left corner of the microfiche sheet and microcard. Microfiche or microcards can be stored in drawers with circulation cards inserted in the envelope containers.



Circulation and Storage

Circulation cards are not necessary since these materials are usually stored near the microform readers.

SLIDES, TRANSPARENCIES

Suggestions for housing and indexing slide and transparency materials for which detailed cataloging is not supplied can be found in the Instructional Materials Center Guide, a reference handbook for school instructional materials center staff. Pertinent pages are included in this section of the manual on pages 20 to 22 .

However, the increasing commercial and, more important, local production of excellent graphic materials has created a demand for their classification by Dewey number. The trend is to shelve all materials on a subject together. Better packaging is becoming increasingly available. Sets of boxed transparencies can be placed on a shelf. Slides placed in a carousel tray, then in a box, or slides placed in boxes with pre-cut slots can be shelved. Therefore, Madison is classifying and providing cataloging for many of these and other flat graphic materials. The sample cards on pages 23 and 25 illustrate these revised cataloging decisions.

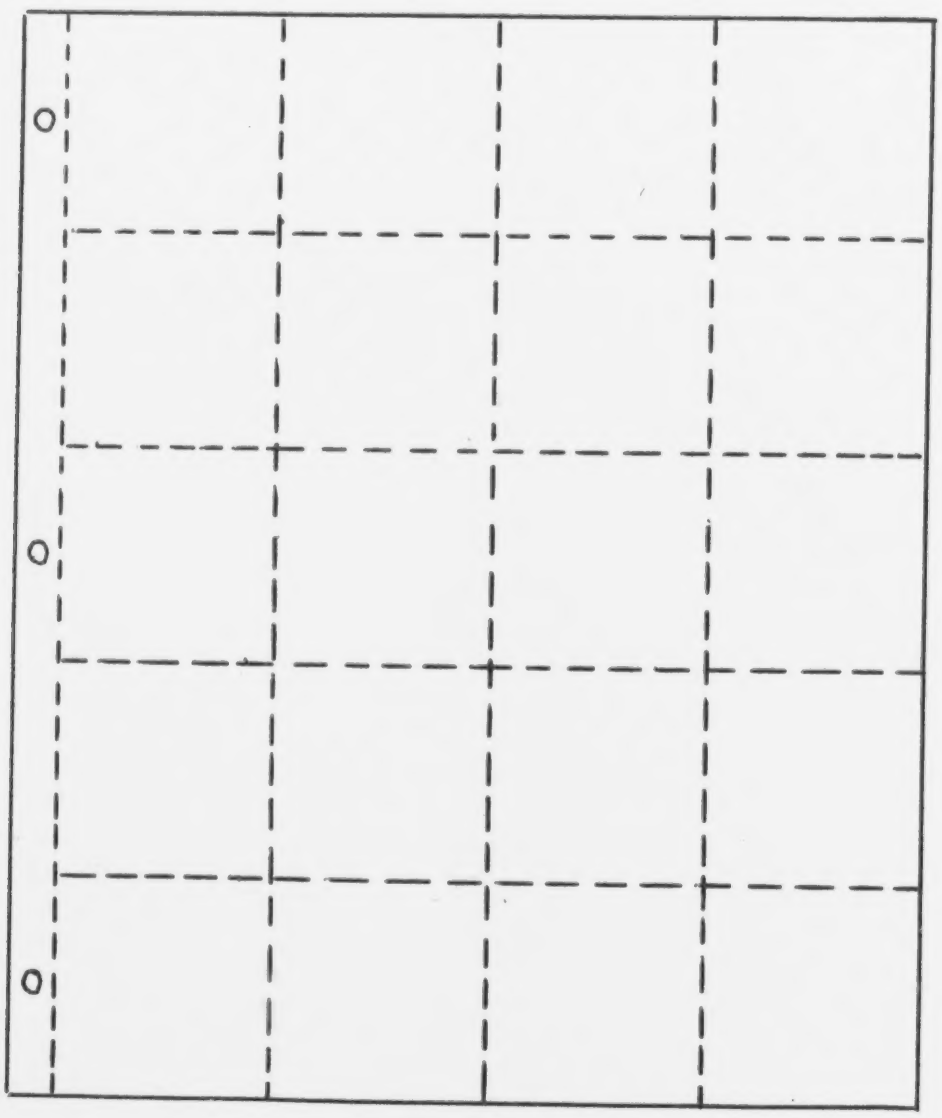
IMC Guide 9.1

35 mm. Slides, Art Prints, Transparencies. Housing & Indexing

I. 35 mm. Slides. Housing

It is recommended that slides be pocketed in plastic sheets and kept in 3-ring binders. These protective sheets allow rapid previewing, often without the need of a slide viewer. Loan procedures may be simplified by checking out notebooks or the separate sheets when slides are organized or grouped by subject. Sheets may be requisitioned on a stock requisition form using stock number 031070 described, Slide Pocket Plastic File Sheets.

SEE PAGE 19 FOR REVISED POLICY.



II. 35 mm. Slides – Indexing suggestions:

A. Art slides

Slides are not be be classified by Dewey numbers. General reference guide cards are recommended for slides as a group instead of detailed card sets. Schools may create their own reference cards as needed. For art slides general reference cards may be made for artist, school of art, or period, according to individual school needs. (See samples) It is further recommended that the Art Education Audio Visual Materials List be referred to for suggested subjects as needed for these general catalog information cards. Central Cataloging Services will assist whenever specialized information, such as appropriate entry of authoritative names, is needed.

SEE PAGE 19 FOR REVISED POLICY.

Gaugin, Paul
35 mm. slides are available. See slide collection.
Cubism
35 mm. slides are available. See slide collection.
Architecture, Gothic
35 mm. slides are available. See slide collection.

B. Slides other than art slides

Slides on other subjects may require only a subject entry. Central Cataloging Services will supply suggested subject headings on the inventory card accompanying the slides.

III. Art Prints. Indexing and housing:

Art prints may also be indexed as described above with general card entries. Large art prints are best housed in steel map-print cabinets. Small prints may be housed in vertical file cabinets.

SEE PAGE 47 FOR REVISED POLICY

IV. Transparencies. Indexing and housing.

Transparencies are not to be classified by Dewey numbers. These flat materials are best housed in the vertical file, if single sheets, or on a shelf, if a group of like transparencies is shipped in a box by the supplier. The manufacturer supplies a printed title and, in many cases, the general subject area. Often the transparencies are provided with manila folders or envelopes. This makes them easier to insert in a vertical file. Central Cataloging Services will supply suggested subject headings on the inventory card accompanying the transparencies.

SEE PAGE 19 FOR REVISED POLICY

TRANSPARENCIES IN A SET

TRANS.
301.42
Fam

The family in the community No. 4739
(Transparency) Scholastic
Magazines, 1968.
5 transparencies, 5 Repro masters

Teaching guide (Co-Ed/Forecast
classtoons, Family life CT 9)

1. Family 2. Community life
3. Human relations

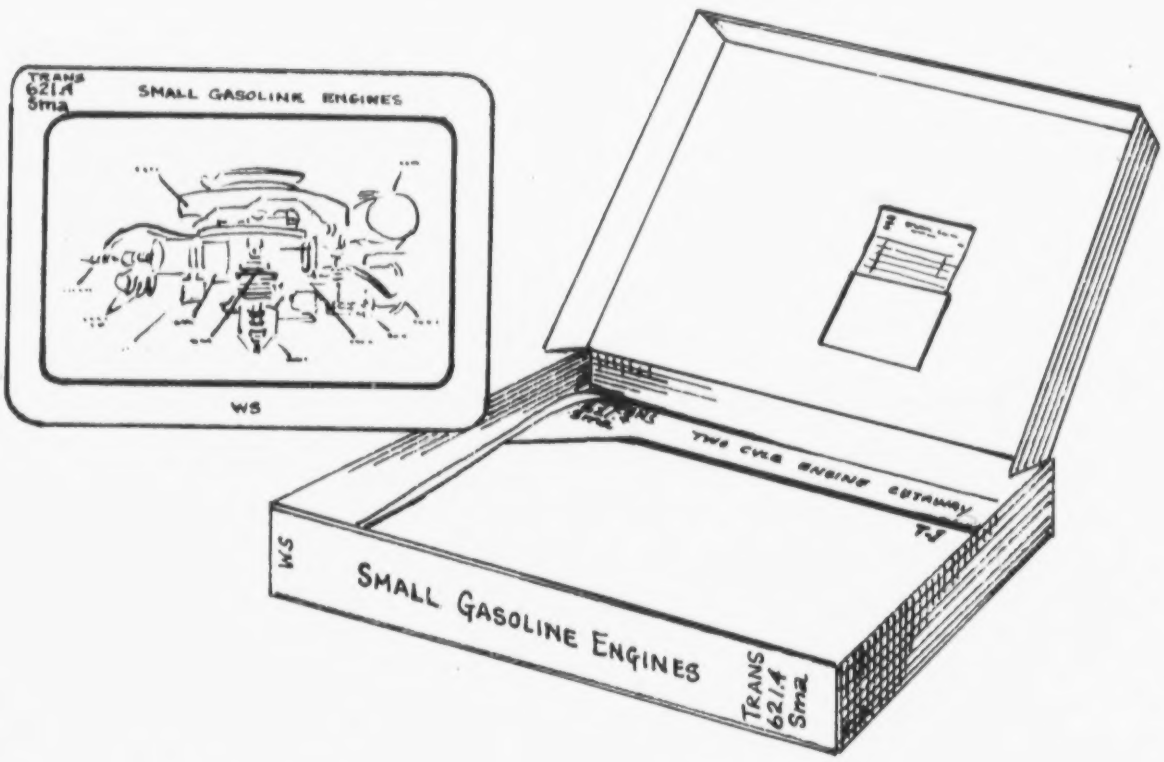
TRANSPARENCIES WITH OVERLAYS

TRANS.
512
Nat

The natural logarithm (Transparency)
Math-Master Labs Inc., 1965.
1 transparency, 4 overlays

1 Algebra 2. Logarithms

TRANSPARENCY LABELED AND READY FOR SHELVING



ART SLIDES

MAIN ENTRY: ARTIST

SLIDE
759.2
Gai

TITLE SUPPLIED →

Gainsborough, Thomas
[Slides]. Universal Color Slide.
2 slides

Master John Heathcote.
Portrait of Mrs. Siddons.

← TITLES OF THE ORIGINAL PAINTINGS

I. Title: Master John Heathcote
II. Title: Po rtrait of Mrs. Siddons

SLIDES OTHER THAN ART SLIDES

MAIN ENTRY: TITLE

SLIDE
629.2
Fue

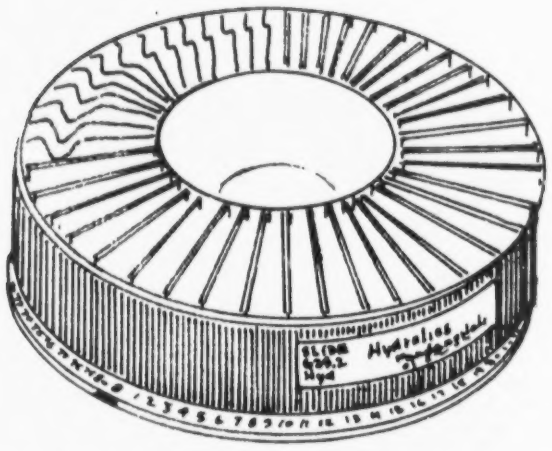
Fuels, lubricants and coolants
(Slide) John Deere Service Pubs.
60 slides

Slides of the illustrations in the Fundamentals of Service manual, "Fuels, Lubricants and Coolants," a 72p. soft cover book.

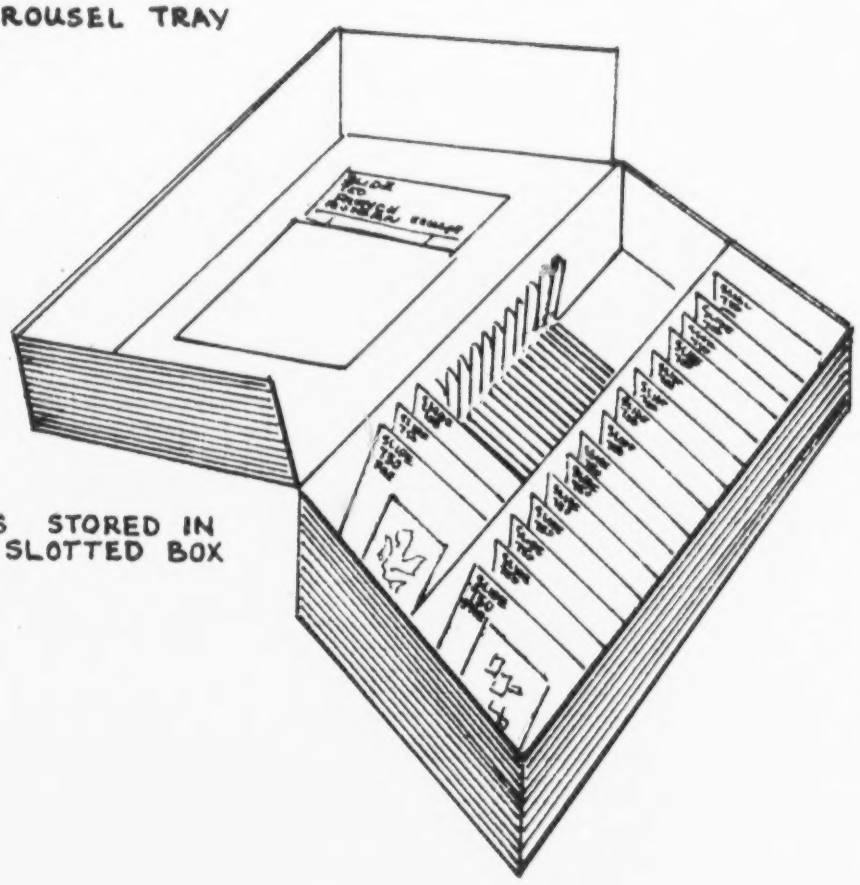
1. Automobiles - Repairing

← COLOR IS INDICATED ONLY WHEN SLIDES ARE BLACK AND WHITE OR SEPIA

HOUSING

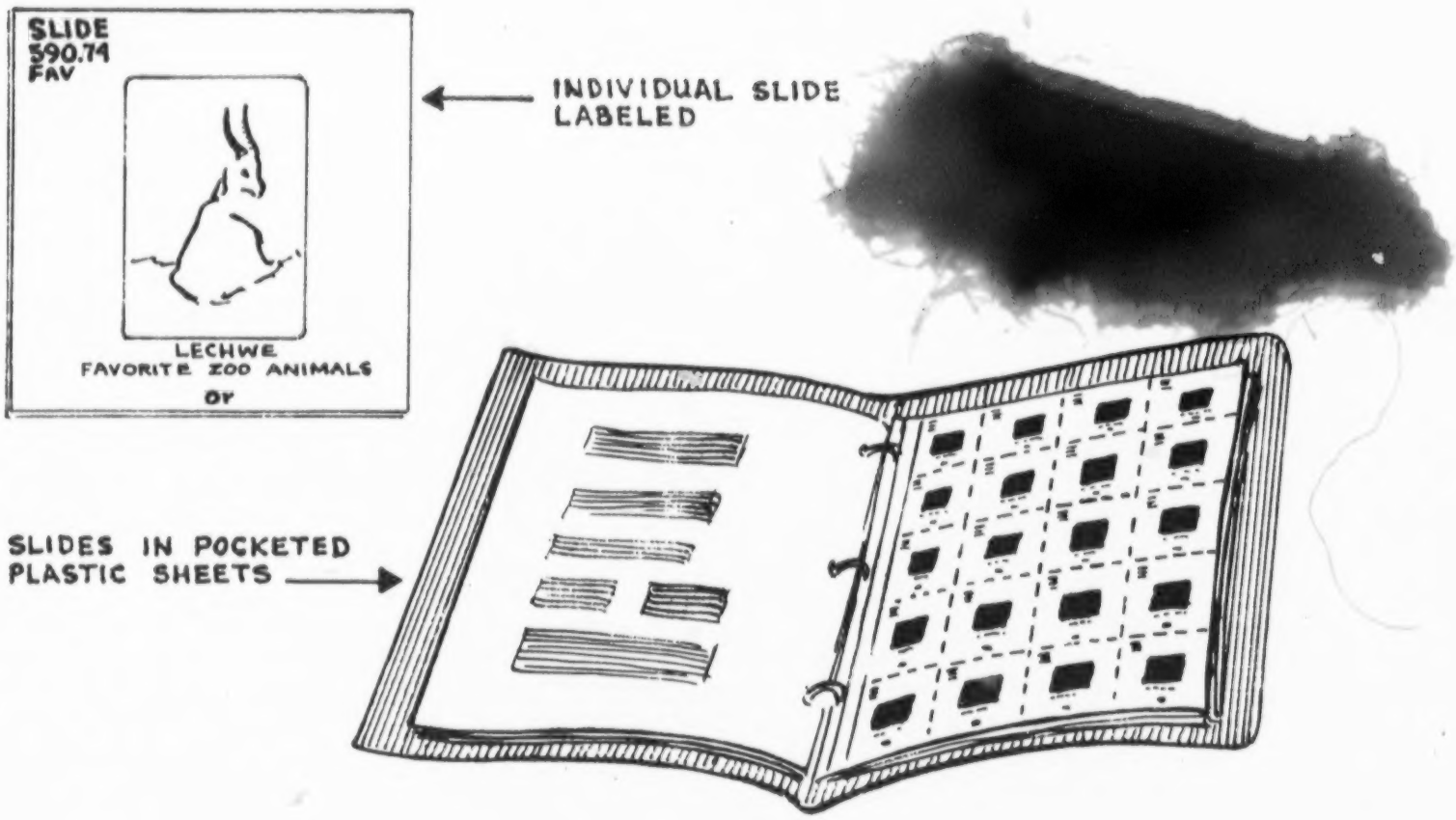


SLIDES STORED IN CAROUSEL TRAY



SLIDES STORED IN
PRE-CUT SLOTTED BOX

HOUSING (Continued)



MOTION PICTURE
PRODUCTION MATERIALS

MOTION PICTURE (16MM)

In Madison the Instructional Materials Center of the Curriculum Department has a film collection of approximately 1600 titles. A complete list of titles on cards is distributed to each library. Arrangement of this file is by title and subject separated into two groups. Helpful cross references make this a useful tool. An accession number identifies the film can and is placed in the upper left hand corner of the catalog card. Annotations on the cards are brief.

Three-part request cards are filled out at the school and sent to the Center where requests are processed. A master card exists for all film titles. This is pulled, the dates requested and the school name is entered on the card; thus the master card becomes a scheduling and circulating device.

FILM CATALOG CARDS

TITLE

F-3177

The Face of the Earth. EBF, 1953.
12 min. color. sd.

Use: P-I-J-H, Conservation. The Painted Desert, Petrified Forest, Grand Canyon, and Zion and Bryce canyons are illustrations of spectacular geologic formations resulting from the forces of nature.

SUBJECT - CROSS REFERENCE

AFRICA

Africa in Change: West Africa
African Continent: Northern Region
African Continent: Southern Region
Continent of Africa
Dr. Leakey and the Dawn of Man
The Islamic Republic of Mauritania
Life in an Oasis (North Africa)
Life in Hot, Wet Lands
Life in Morocco
Life in the Nile Valley

MASTER CARD

578
Call No.

Anne Hutchinson
Title

(1969 - 1970)

	Mon.	Tu.	Wed.	Thu.	Fri.	Mon.	Tu.	Wed.	Thu.	Fri.	
Sept.	1	2	3	4	5	2	3	4	5	6	Mar.
	8	9	10	11	12	9	10	11	12	13	
	15	16	17	18	19	16	17	18	19	20	
	22	23	24	25	26	23	24	25	26	27	
	29	30	1	2	3	30	31	1	2	3	Apr.
Oct.	6	7	8	9	10	6	7	8	9	10	
	13	14	15	16	17	13	14	15	16	17	
	20	21	22	23	24	20	21	22	23	24	
	27	28	29	30	31	27	28	29	30		
Nov.	3	4	5	6	7	4					
	10	11	12	13							
	17										
									10		
							14	15	16	17	
					23	20	21	22	23	24	
			28	29	30	27	28	29	30	31	
	2	3	4	5	6	3	4	5	6	7	Aug.
	9	10	11	12	13	10	11	12	13	14	
	16	17	18	19	20	17	18	19	20	21	
	23	24	25	26	27	24	25	26	27	28	

THREE PART REQUEST FORM

MADISON VISUAL AIDS
BOARD OF EDUCATION
MADISON, WISCONSIN

FILM REQUEST

CONFIRMED DATE 10/8

DO NOT USE	DESIRED DATE	EARLIEST DATE USABLE	LATEST DATE USABLE	FILM NUMBER	FILM TITLE
S 10/6	10/8	10/1	10/15	578	Anne Hutchinson
R 10/10					

RQ Zilch
TEACHER'S NAME

4
GRADE

Badger
SCHOOL

BE-008 - 10-64

#1 shipping Return

MOTION PICTURES (8MM)

Definition

A series of transparent, still pictures on a loop of film contained in a cartridge and arranged in a definite sequence, producing motion when shown at standard speeds.

Cataloging

Call number:
The symbol for the words "Motion picture loop":
MPL
The Dewey classification number.
The first 3 letters of the first title word:
MPL
170
VaL

Main entry:
The title, the producer's number, the words, "Motion picture," enclosed in parentheses:
Crustaceans No. 11755 (Motion picture)

Imprint:
The name of the producer; the distributor; the date, if given:
Scope Productions, distr. by Grosset, 1969.

Physical Description:
The number of loop films, if a series.
Duration in minutes; color, only if black and white; millimeter size; series:
3 loop films 4 min. super 8mm.

Notes:
The 8mm motion picture format; i.e.: Loop film.
Printed notes are usually attached to the container by the producer.
A brief, clear, summary sentence or a list of the contents, if there are several in a series.

Tracings:
Topical subject headings.
Series tracing.
Added entries, as needed.

MPL
597
Fis

Fishes (Motion picture) Ealing Corp., 1969.
4 min. super 8mm. The undersea world of Jacques Cousteau

Loop film. Film notes on cartridge case.
Shows Jacques Cousteau and the crew of the Calypso as they design and perform undersea experiments dealing with fish.

1. Fishe s Series

SERIES STATEMENT

SERIES TRACED

MPL
743.7
Dra

Drawing: trees--basic form
No. 100-0113 (Motion picture)
Scope Productions, distr. by Grosset, 1969.
2 min.(approx.) super 8mm.

Loop film.
Fact sheet.

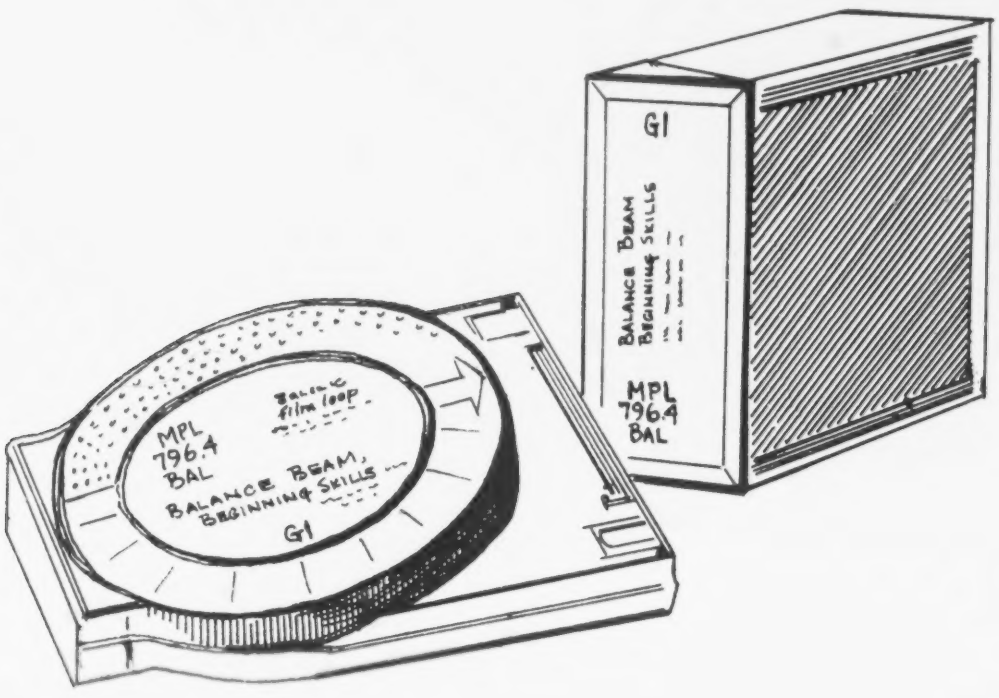
1. Drawing

PRODUCER/ DISTRIBUTOR

Processing

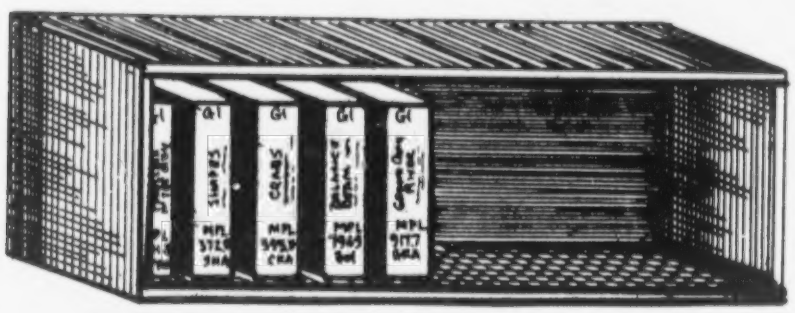
Place the call number on the title label usually found attached to the cartridge case.

Place the call number on the spine of the box containing the cartridge.



Housing

Store loop films upright on shelves, preferably with books on the same subject.



Circulation

Insert circulation cards in the box containing the loop film. These may need to be trimmed to fit inside the box.

VIDEOTAPES

Definition

Magnetic tapes on a plastic base that record both audio and visual signals and can be played back an indefinite number of times without affecting the quality of the tape.

Videotapes are available in a variety of forms:

Tape widths: 2 in. (most common), 1 in., ½ in., and ¼ in.

Speed: 7½ and 15 inches per second (most common) 4.25, 8.46, 9.6, and 12 inches per second.

Reel sizes: 7 to 14 inches.

Cataloging

Call number: The symbol for videotape: VT
The Dewey classification number.
The first 3 letters of the first title word.

Main entry: The title, the word "Videotape" enclosed in parentheses.

Imprint: The name of the producer; the distributor, if useful; the date, when given.

Physical Description: Number of reels; duration in minutes; color, only if black and white; compatible playback equipment necessary.

Tracings: Topical subject headings.
Added entries, as needed.

VT
709.6
Afr

African art (Videotape) Department of Curriculum Development, Madison, Wisconsin Public Schools, 1970.
1 reel 35 min. b&w.
for Panasonic 8100

For middle and senior high schools.

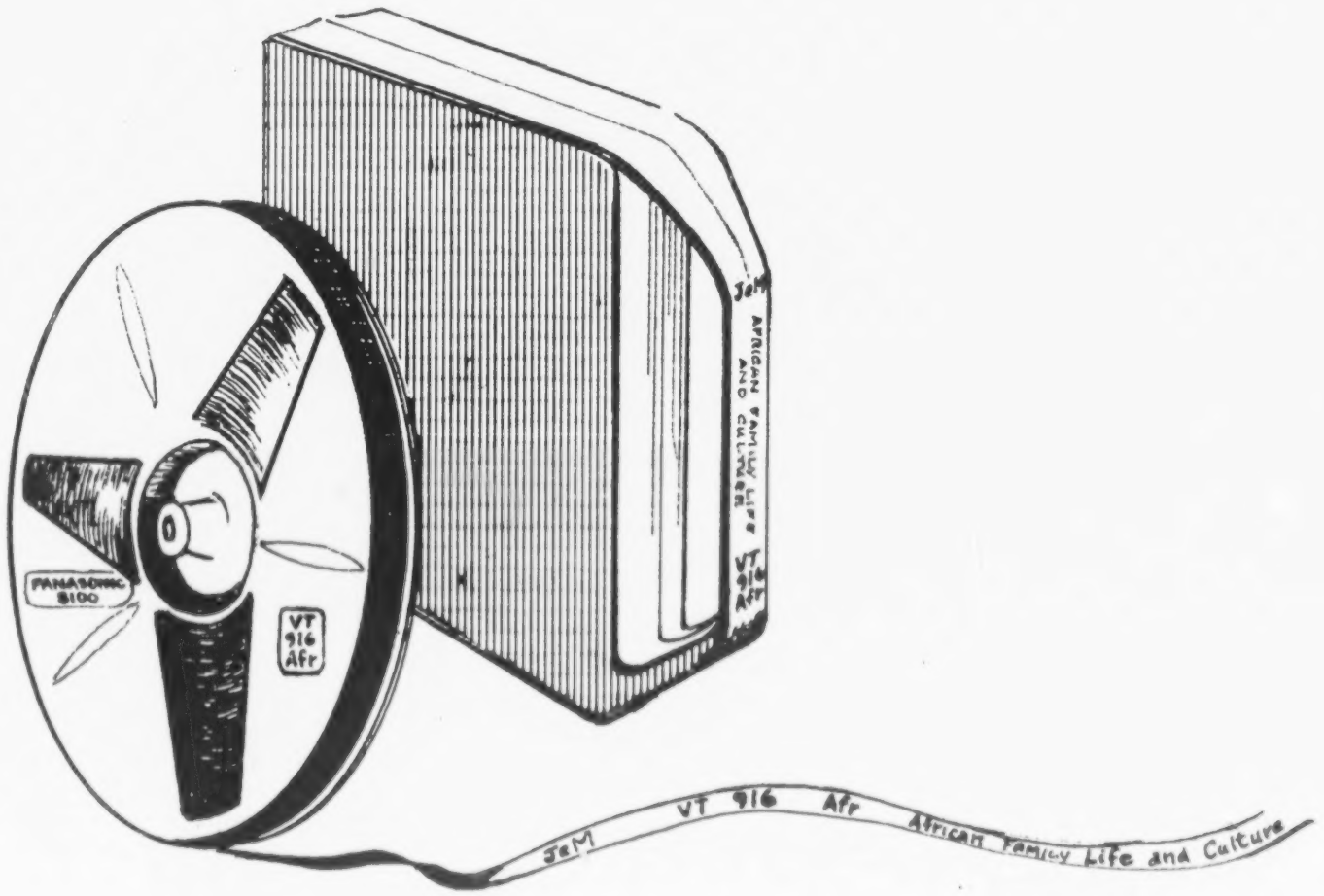
1. Art, African - History

MANUFACTURER AND MODEL NUMBER OF THE PLAYBACK EQUIPMENT

Processing

Place the call number on the leader tape.

Place the call number, model of playback equipment, and school symbol on the tape reel and its container.



Housing

Store videotapes in a vertical position on shelves, preferably with books on the same subject. Recommended storage temperature should range from 60 degrees to 70 degrees F. with relative humidity 40 degrees to 60 degrees. The illustration on page 76 demonstrates videotape storage.

Circulation

Attach a pocket and circulation card inside the container.

RECORDS

Definition

A monaural or stereophonic disc recording 7, 10 or 12 inches in diameter, designed to be played at speeds of 16, 33 1/3, 45 or 78 revolutions per minute, on which is recorded one or more selections.

Cataloging

Call number:
The symbol for the words "Recording disc": RD
The Dewey classification number.
The first 3 letters of the first main entry word:
RD
973
Mak

Main entry:
Enter under composer or author those records which contain only one person's works. Works of more than one author or composer are entered under the collective title supplied by the publisher.
Records which lack a collective title supplied by the publishers are entered under composer or author of the work on side 1, band 1 of the record.

Title:
The title, followed by the word, "Phonodisc," enclosed in parentheses. The title statement for musical compositions is given as it appears on the record label.

Imprint:
The name and serial identification number of the publishing company; the date, if available.

Physical Description:
The number of records; number of sides; speed, whether stereo or monaural. Series may be noted here.

Notes:
Include notes in the following order:
Title notes, i.e., "Title on slipcase. . ."
Reader, performer, orchestra, conductor.
Accompanying visual materials: Manual, script, etc.
Contents note or summary sentence.
"With" note, when other works are included.

Tracings:
Topical headings. Use Sears List of Subject Headings.
For classical music suggested reference tools are:
Mary D. Pearson's List of Subject Headings for Recorded Music and the Library of Congress Music and Phonorecords Subject Index.
Added entries, when useful.
Analytics, as needed.
Series tracing, if important.

RECORDING DISC

COMPOSER MAIN ENTRY

TITLE FROM RECORD LABEL

RD
785.32
Str

Strauss, Richard
Also sprach Zarathustra, op. 30 (Phonodisc) RCA Victor LSC 2609, 1962.
2 s. 12 in. 33 rpm. stereo.

Chicago Symphony Orchestra; Fritz Reiner, conductor.

1. Symphonic poems I. Reiner, Fritz II. Title

FRENCH LANGUAGE

TITLE MAIN ENTRY

PERFORMER NOTES

RD
F782.85
Umb

The umbrellas of Cherbourg; original sound track from the French film (Les parapluies de Cherbourg) (Phonodisc) Philips PCC 616.
2 s. 12 in. 33 rpm.

Dialogue by Jacques Demy; music by Michel LeGrand.
Songs by Catherine Deneuve, Marc Michel, Claudine Meunier and others.

1. Songs, French 2. Moving picture musi c I. LeGrand, Michel

AUTHOR MAIN ENTRY

MANUFACTURER'S SERIAL NUMBER

CONTENTS NOTE

ANALYTIC TITLES

RD
+

Poe, Edgar Allan
Basil Rathbone reads Edgar Allan Poe (Phonodisc) Caedmon TC 1115, 1960.
2 s. 12 in. 33 rpm.

Contents: The cask of Amontillado.- The facts in the case of M. Valdemar.- The pit and the pendulum.- . . . poems.

I. Rathbone, Basil II. Title III. Title: The pit and the pendulum IV. Title: Th e facts in the case of M. Valdemar

Processing

Place the call number on the record label of side 1. The left side is preferred.

The call number is printed (or typed on a gummed label) and placed in the upper left hand corner of the record slipcase.

Albums of 2 or more records enclosed in a container may be marked on the spine, when placed on a shelf; when displayed in bins, the label is placed in the upper left hand corner.

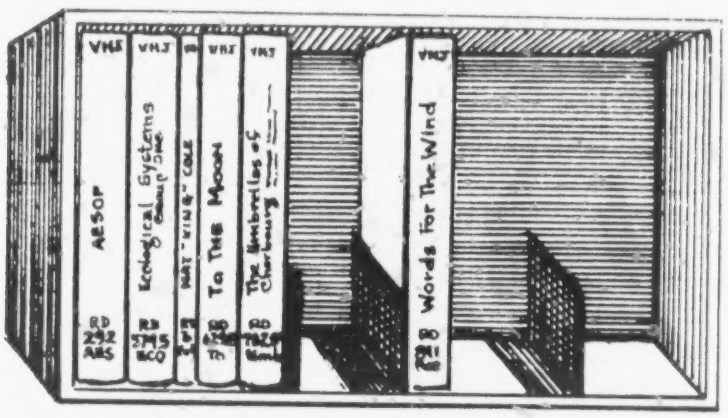
Mark the call number on the accompanying guide or script. If the manual or guide cannot be inserted in slipcase or album, place it in a box near the record storage area.

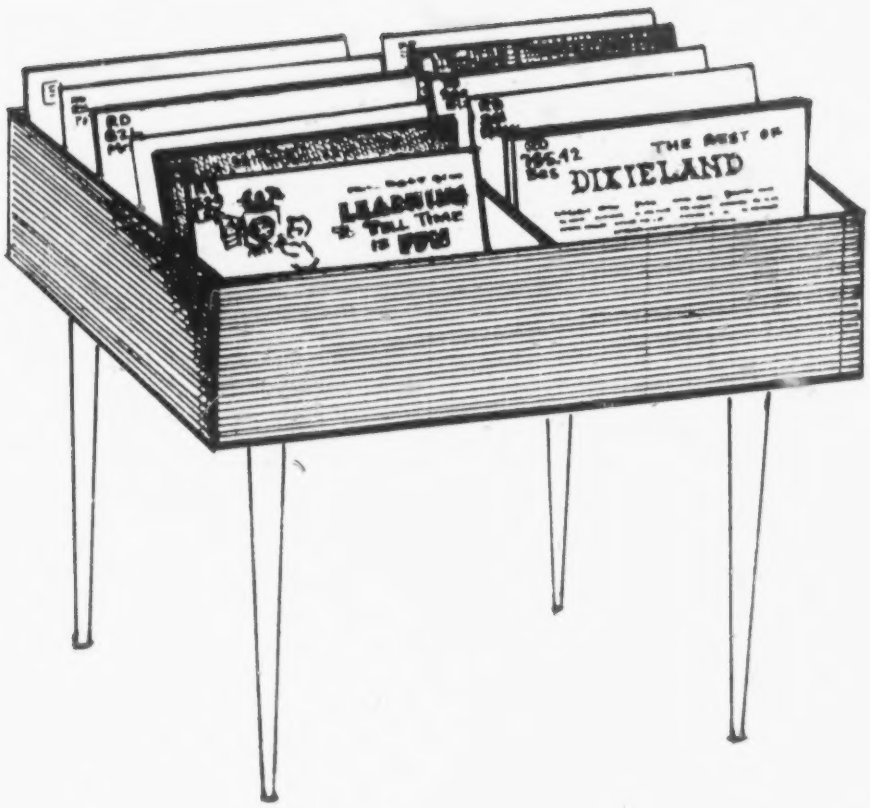
Indicate ownership on the record label of each record and on the slipcase or album container.

Housing

Records are best maintained in a dust free environment, and placed to avoid damp walls, proximity to heat pipes and direct sunlight. Records should be handled carefully along their edges. Periodic examination is recommended. Record player equipment should be conveniently located for ready access by both students and teachers.

Store records upright on shelves, 13 in. deep, or in record bins. Open display storage is recommended. The use of record bins allows for flexible arrangement of like materials in one area.





Circulation

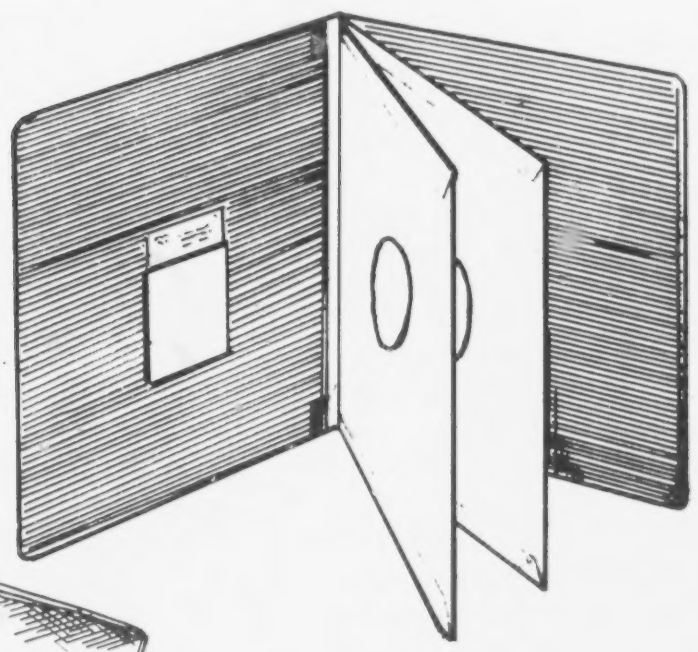
Circulation cards accompany all records. A pocket can be attached to the inside of an album cover. Vinyl plastic jackets with heat sealed pocket are recommended for single records. These are commercially available.

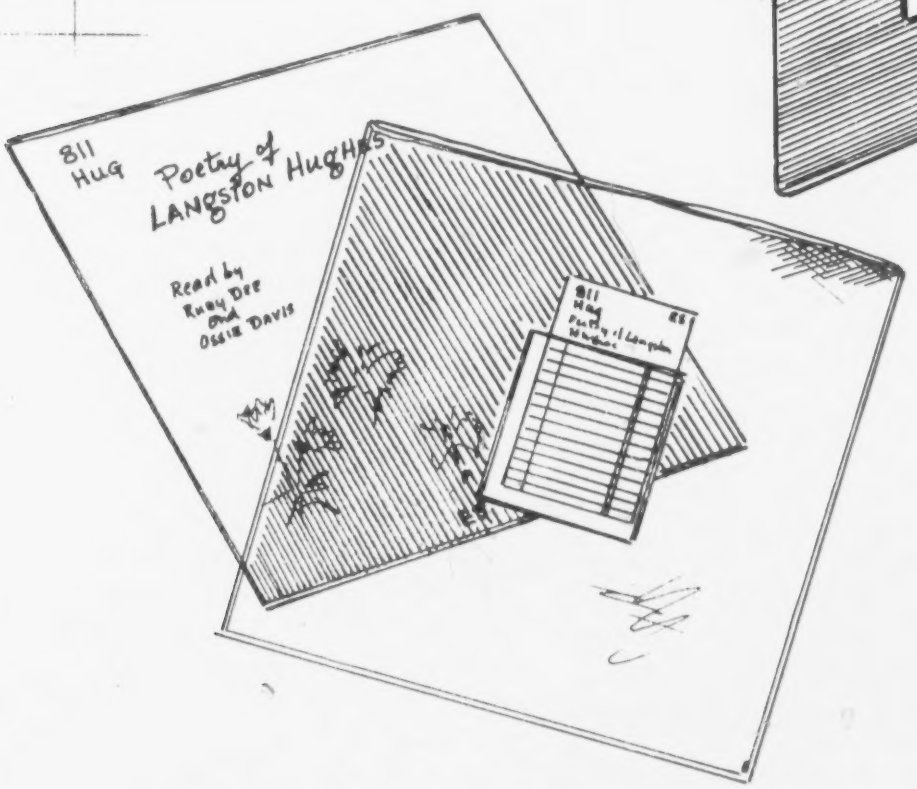
When the title on the slipcase and the title on the record label are different, type the slipcase title on the circulation card with the record label title in parentheses.

RD
793.3
IMP

IMPROVISATION AND DANCE
(CREATIVE DANCE, VOL. III)

DATE DUE	BORROWER'S NAME	ROOM NUMBER





TAPES

Definition

Magnetic tape with sound recorded at various speeds: 1 7/8, 3 3/4, 7 1/2 inches per second.
Formats are:
Reel-to-reel (open)
Cassette (reel-to-reel enclosed in a casing)
Cartridge (loop tape enclosed in a casing)

Cataloging

Call number: The symbol for the words, "Recording tape": RT
The Dewey classification number.
The first 3 letters of the first main entry word:
RT
301.451
Dar

Main entry: The composer or author when he can be identified, otherwise, enter under title.

Title: The title followed by the publisher's order number; the word, "Phonotape," enclosed in parentheses. The various tape formats are designated in the physical description.

Imprint: The name of the publishing company; the date, if given.

Physical Description: The name of the format: reel, cassette, or cartridge.
Inches per second is designated for reel-to-reel tapes only. Cassettes and cartridge tapes have a standard speed of 1 7/8 ips. Length in minutes, tracks, stereo or monaural completes the collation. A series statement may be added.

Notes: Notes in the following order may be included as desired.
Reader, performer, orchestra, conductor.
Accompanying visual materials: manual, script, etc.
"Based on" note.
"With" note.

Tracings: See note under RECORDS

RECORDING TAPE

FAIRY TALES, ELEMENTARY LEVEL

RT
292
Gon

Gone is gone. The story of a woman who works while a man keeps house. (Phonotape) University of Texas, 1961.
1 reel 15 min. 3 3/4 ips. Open the door

Based on the book by Wanda Gag.

"BASED ON" NOTE

AUTHOR, ADDED ENTRY

1. Folklore - Czechoslovakia
I. Gag, Wand a

MANUFACTURER'S NUMBER

BIOGRAPHY CALL NUMBER

RT
B
CoL

Nat "King" Cole NB605 (Phonotape)
Imperial International Learning, c1969.
15 min. 3 3/4 ips.

With extra labeled reel, with 35 student activity booklets.

SUBJECT TRACING

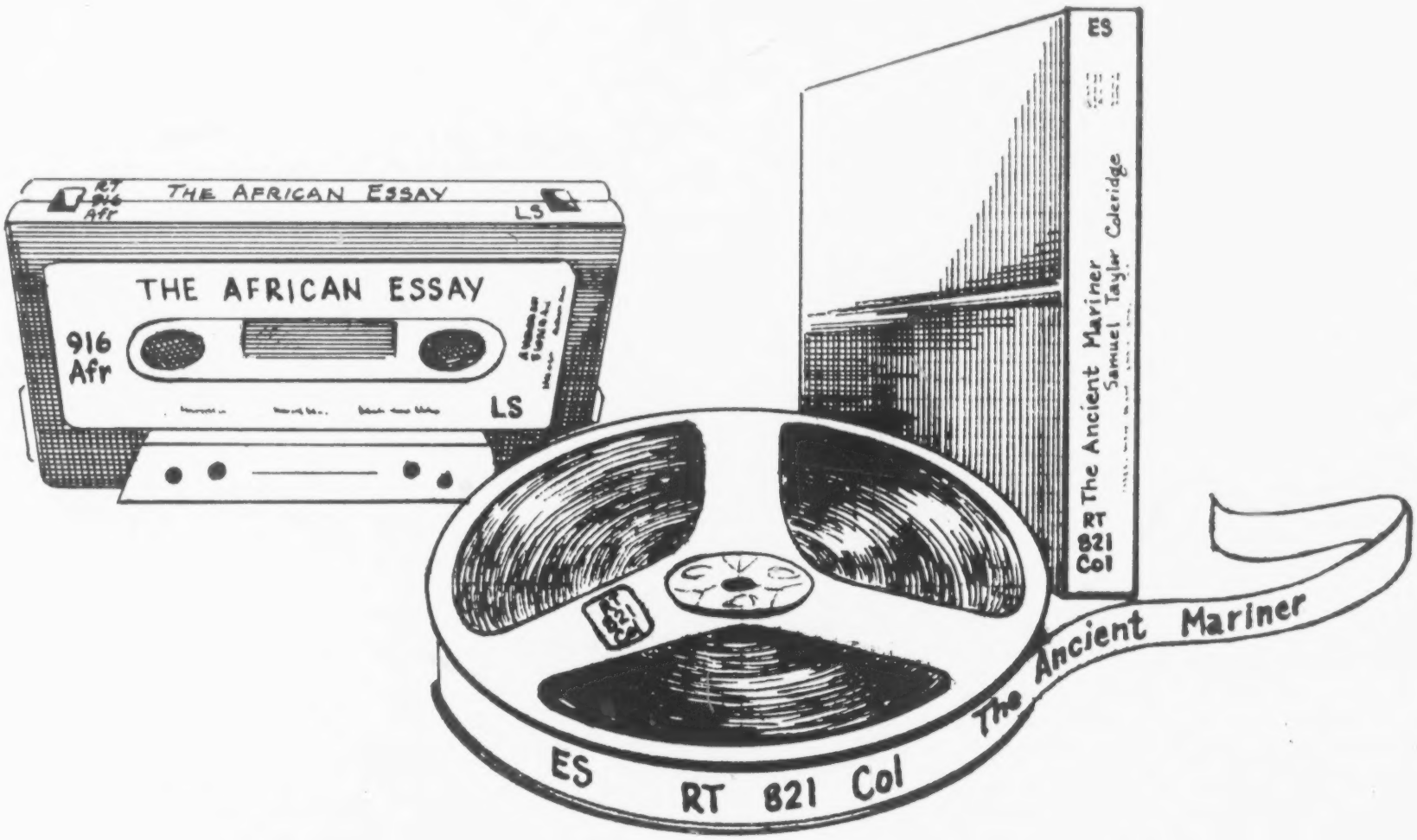
1. Cole, Nat (King Cole)

Place the call number on the spine of the tape box.

Print the title and call number on the tape leader of open reel tape. White leader tape may be purchased commercially and can be spliced (attached) to magnetic tape.

Attach or print a call number label to the cassette or cartridge casing or the open tape reel.

Mark printed accompanying material with the call number.



Housing

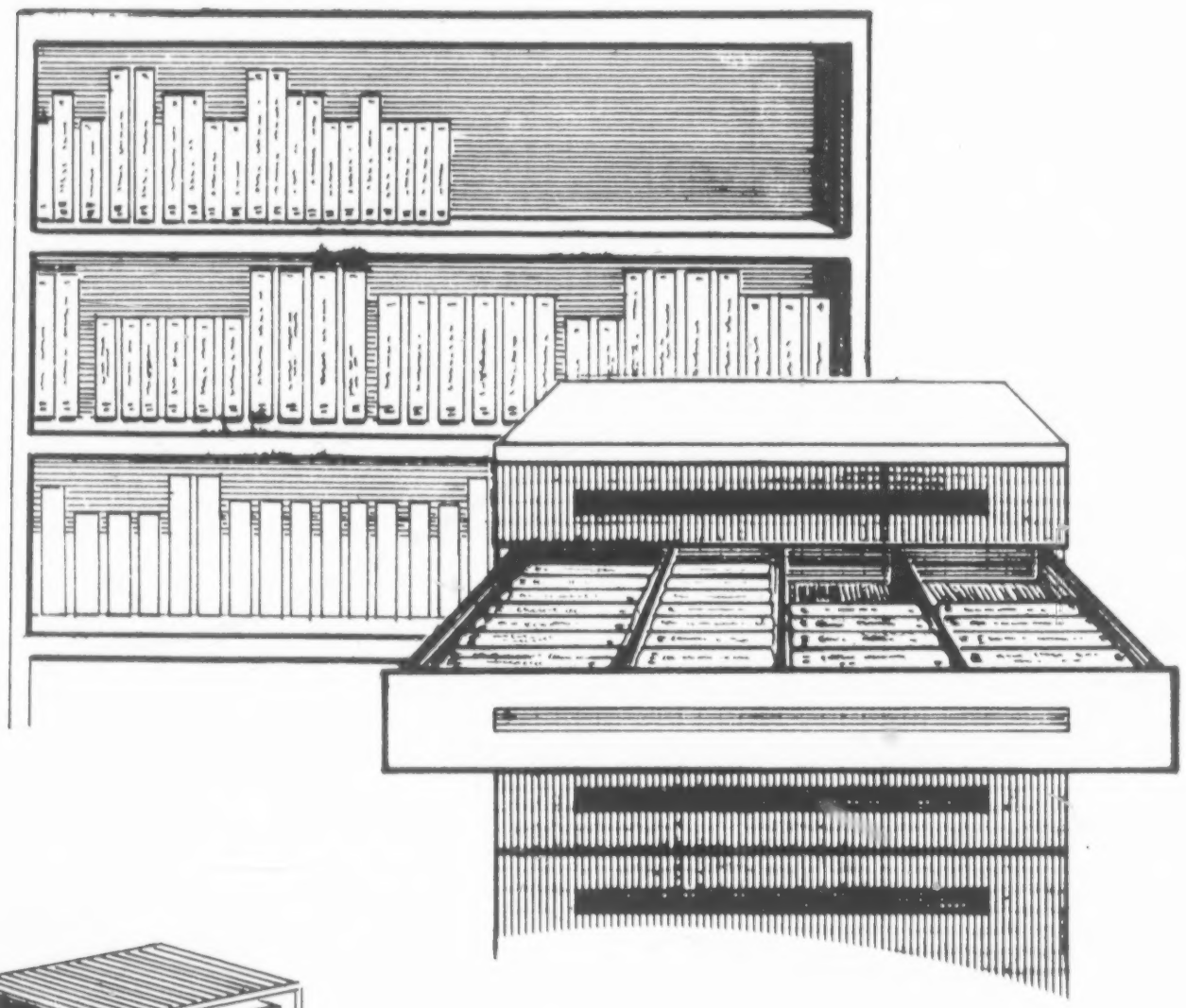
Magnetic tape should be stored where relative humidity stays between 40 and 60 per cent; temperature between 70 to 75 degrees F. Occasional use of the tape improves storage characteristics.

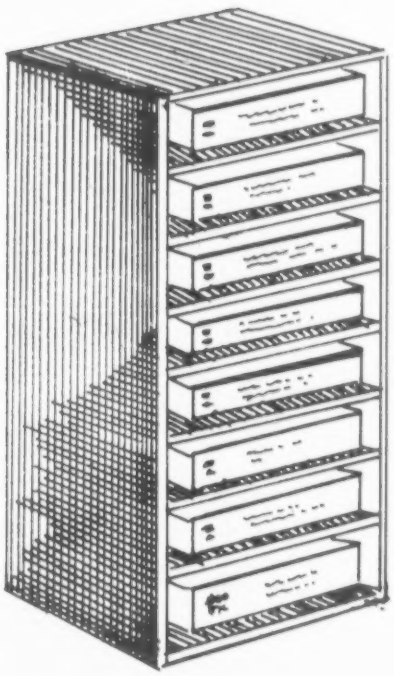
Store boxed reels "on edge" on shelves. Cassettes and cartridges may be inserted into slotted containers, or stored in cabinet drawers. A newer container is commercially available which will hold from one to six cassettes for intershelving with books.

Circulation

Circulation cards accompany tapes. When they cannot be inserted into containers, they may be kept in a charge-out tray.

HOUSING





ART PRINTS, PICTURES

Definition

Art Print - reproductions of paintings, lithographs, etchings, block prints, or wood cuts.

Pictures - reproductions of documents, photographs, postcards, cartoons.

Cataloging

Call number:	The words ART PRINT or PICTURE. The Dewey classification number based on the subject emphasis of the producer, i.e., art of a certain period, school or artist. The first three letters of the first main entry word.
Main entry:	Enter under the name of the artist or photographer. Enter under the title when the artist cannot be identified. Pictures are more often than not entered under title unless they represent the work of a well-known photographer.
Imprint:	The producer; date, when given.
Physical Description:	The number of prints or pictures; the size; whether mounted or framed.
Notes:	Important or unusual features of the prints or pictures. Accompanying material. Contents note, if more than one print or picture in a set.
Tracings:	Subject headings. Added entries.

MAIN ENTRY: ILLUSTRATOR

ART PRINT
741.6
She Shepard, E H
Pooh. His art gallery (Art print) Dutton, 1957.
8 prints 11 x 14 in.

From The World of Pooh, by A. A. Milne, illus. by E. H. Shepard.

EXPLANATORY NOTE

1. Children's literature - Pictures I. Milne, A A II. Title III Title: The world of Pooh IV. Title: Winnie-the-Pooh

ADDED ENTRIES

PICTURE
917.3
Day

The days of the lumberjack; scenes from the heyday of lumbering (Picture) State Historical Society of Wisconsin.
27 pictures b&w. 9 x 11 in.

← SUBTITLE

Title on portfolio cover: The days of lumbering.

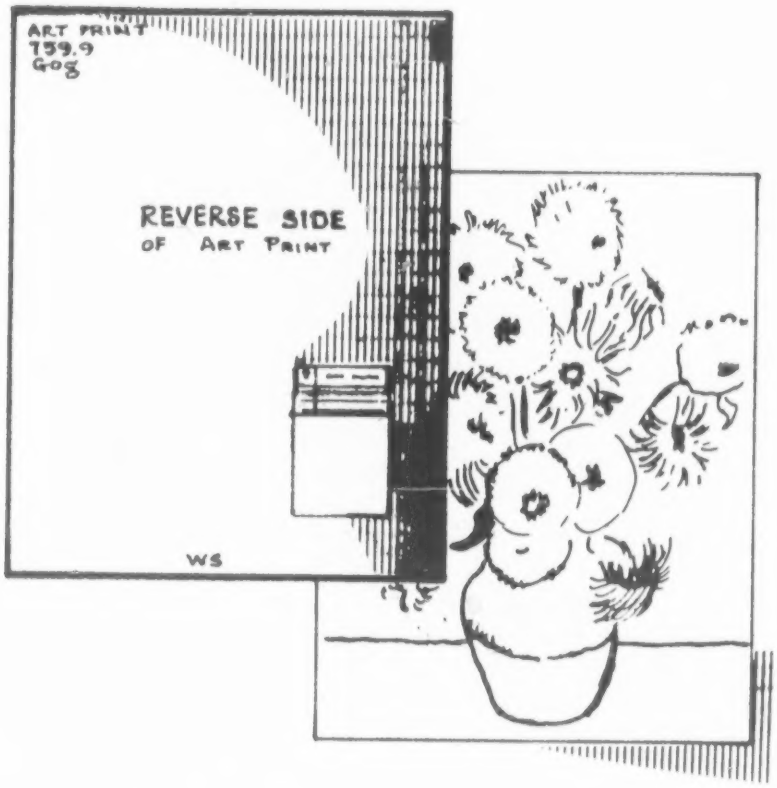
← NOTE

1. U. S. - Industries - Pictures 2. Lumbering - Pictures I. Title: The days of lumbering

← ALTERNATE TITLE

Processing and Housing

Place the call number in the upper left hand corner of the reverse side of the print or picture. Ownership marking can be stamped in the center bottom of the reverse side. Large prints can be stored in map drawers, small prints in the vertical or picture file. When these are packaged together in sets, they may be intershelved with other materials on the same subject. See page for an illustration of the housing of this media.



Circulation

A pocket and circulation card can be affixed to the reverse side of the art print or picture. When this is not feasible, specially printed charge-out slips can be used.

STUDY PRINT

Definition

A photographic representation of persons, places, things or ideas with accompanying printed material, usually on the reverse of the picture.

Cataloging

Call number: The symbol for the words, "Study print": SP
The Dewey classification number.
The first 3 letters of the first title word:
SP
918.7
Ven

Main entry: The title, the producer's number, the words, "Study print," enclosed in parentheses:
Venezuela and the Guianas SP-149 (Study print)

Imprint: The name of the producer; the date, if given.

Physical Description: The number of prints, color, size. The series statement.

Notes: A list of the content, or a brief summary sentence.

Tracings: See note under FILMSTRIPS.

STUDY PRINT →

SP
917.3
Nat

National forests (Study print)
Instructional Materials and
Equipment Distributors.
11 prints 11 x 14 in.

Teaching guide.

1. National parks and reserves
2. Forest reserves

SP
591.5
Ani

Animal homes (Study print) Child's
World, 1969.
6 foldouts

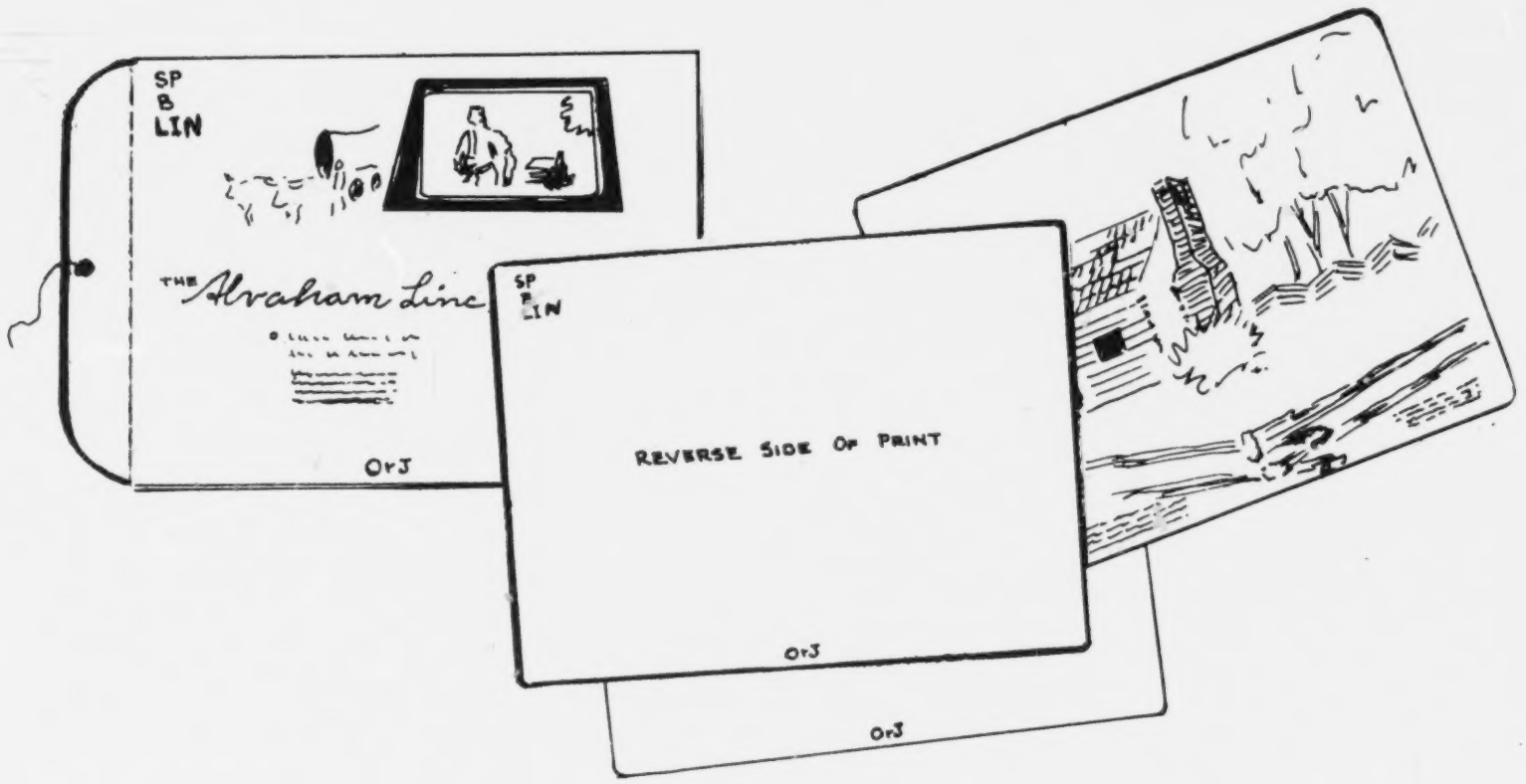
Guide.
Contents: Homes in trees.- Ponds.-
Fields.- The jungle.- The desert.-
The ocean.

CONTENTS NOTE →

1. Animals - Habits and behavior

Processing

Print the call number in the upper left hand corner of the study print container, and on the reverse side of each study print in the set. Place ownership marking in the bottom center of the reverse side of the study print, usually the side with printed information.



Housing

Study prints vary in size. The majority are 18 x 13 inches. They may be stored flat on a shelf or in shallow deep drawers or they may be displayed in bins. Smaller prints may be stored in a vertical file drawer.

Circulation

Circulation cards accompany the prints. These may be inserted in the container or kept in a charge-out tray.

CHARTS, POSTERS, FLAT MAPS

Definition

Chart - a sheet containing information in the form of lists, tables, diagrams, or pictures.

Poster - a bill or placard for decoration or information for posting.

Flat map - flat representation of a geographic area of the earth's surface or of a celestial sphere.

Cataloging

Call number:	The word CHART, POSTER, or MAP. The Dewey classification number. The first three letters of the first main entry word.
Main entry:	Title, the word "Chart," "Poster," or "Map" in parentheses. If no title is given, provide a subject-oriented title.
Imprint:	Producer; date, when given.
Physical Description:	The following information as applicable: number of items; color, only if black and white; size.
Notes:	Suggested use.
Tracings:	Topical subject headings. Added entries when necessary.

CHART
581
Bot

Botany 3-D charts No. 98-9224 ← PRODUCER'S ORDER NUMBER
(Chart) Faust.
4 charts 37 x 27 in.

1. Botany 2. Plants

CHART
173
Mem

Members of the family (Chart)
Puppet playmates No. 1106.
Instructo Corp.
5 characters 32 x 17 in.

1. Family 2. Family relations
3. Parent and child

POSTER
613.7
Gym

Gymnastics (Poster) J. Weston Walch, c1969.
16 posters b&w. 11 x 14 in.

1. Gymnastics 2. Exercise 3. Physical education and training

ONLY BLACK AND WHITE IS INDICATED

POSTER
028.7
Usi

Using your library (Poster) F. A. Owen Pub. Co., c1966.
32 posters 17 x 13 in.

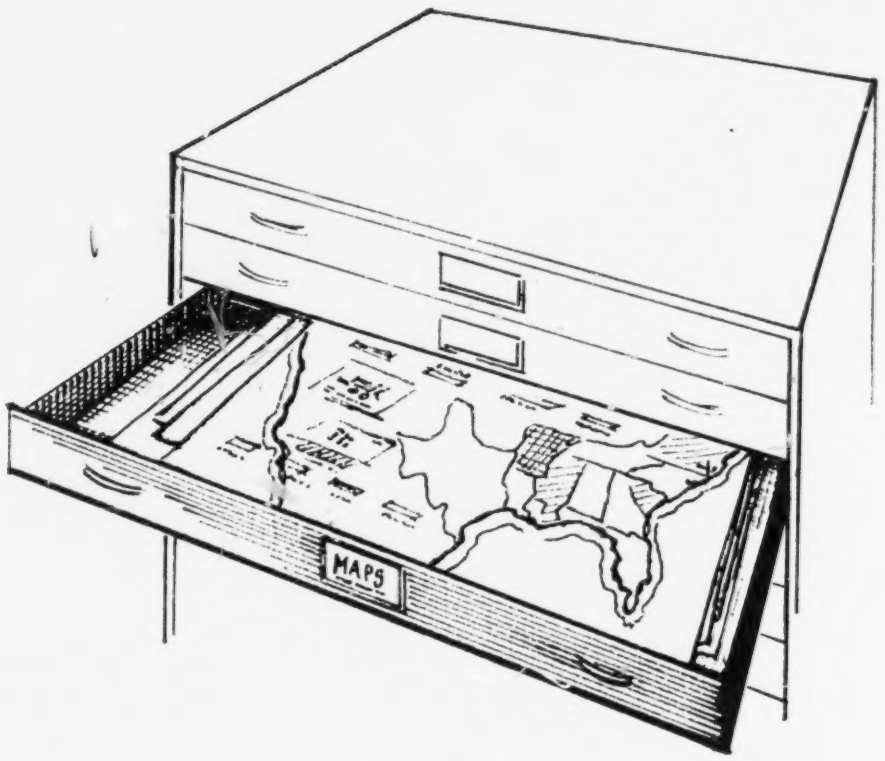
32 posters for classroom and library.

1. School libraries 2. Students

ACTUALLY 16½ x 12½ IN., TAKEN TO THE NEAREST INCH

Processing

Place the call number and school symbol on the reverse side of the chart, poster, or map.



Housing

File folded and small materials in the vertical file and larger materials in map drawers.

Circulation

Attach a pocket and a circulation card to the reverse of the material or file circulation cards at the charge-out desk.

FLASH CARDS

Definition

Sets of cards showing pictures, letters, words or numbers, designed for use as drill or as instruction in recognition.

Cataloging

Call number: The words, FLASH CARD, above the call number.
The Dewey classification number.
The first three letters of the first main entry word.

Main entry: The title as found on the container, the accompanying guide or manual, or on the cards themselves. The words, "Flash card" in parentheses follow the title.

Imprint: The producer's name; the date, if given.

Physical Description: The number of cards, size.

Notes: Suggestions for use, grade level, etc.
Accompanying material.

Tracings: Subject headings.

FLASH CARD
FAR
Ani

Animal flash cards (Flash card)
Wible Language Institute.
50 cards 5 x 8 in.

For use in French language classes. ← "USE" NOTE

1. French language - Study and teaching 2. French language - Vocabulary

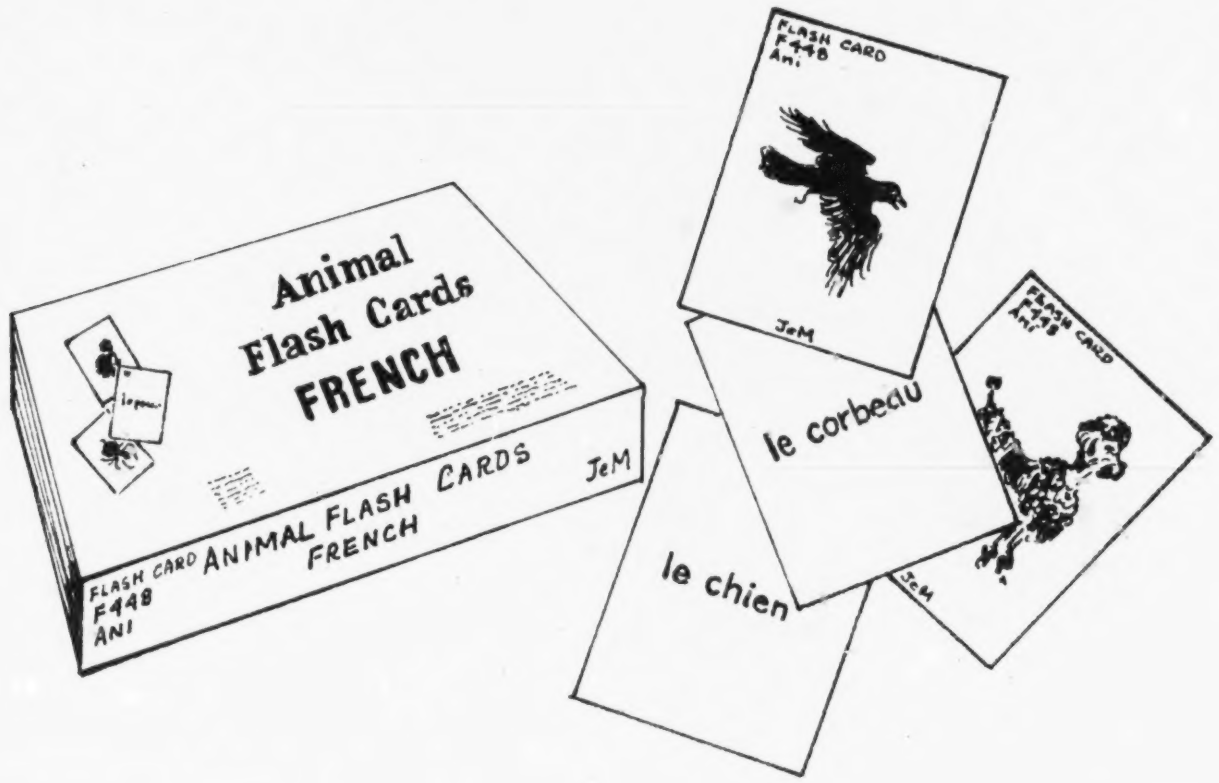
MAP
917.75
Uni

University of Wisconsin Arboretum
maps (Map) University of Wisconsin Arboretum.
140 maps 9 x 11 in.

1. Wisconsin. University. Arboretum 2. Maps

Processing and Housing

Place the call number label and the ownership stamp on the reverse of each card. Label the accompanying guides or manuals with the call number and ownership stamp. Mark the spine of the container with the call number for placing in an upright or flat position on the shelf depending on the construction of the box.



Circulation

A pocket and circulation card may be attached to the inside of the container. If this is not possible, the circulation card can be filed in a charge-out tray at the circulation desk.

THREE-DIMENSIONAL MATERIALS

Definitions

Games - Set of materials and/or equipment used in an instructional contest or play situation with set rules.

Models - Three-dimensional representation of a real object in its actual, small, or large size. It may or may not have moving parts. Includes globes, relief models, mock-ups, and dioramas.

Realia - Authentic objects used to relate classroom instruction to real life. Includes coin, rock, stamp, and butterfly collections, costumes, musical instruments, and artifacts.

Cataloging

Call number:	The word GAME, MODEL, or REALIA. The Dewey classification number. The first 3 letters of the first title word.
Main entry:	Title, the word "Game", "Model", or "Realia" in parentheses. If no title is given, a subject-oriented title is supplied.
Imprint:	Manufacturer, and date.
Physical Description:	The following information in so far as is possible and applicable: number of pieces, size, scale, composition, description of container, if necessary.
Tracings:	Subject tracings. Added entries when necessary.

SPAINISH LANGUAGE →

GAME
S46
Vic

Victoria (Game) Gessler Pub. Co.
8 cards ← NUMBER OF PIECES
Directions included.

Spanish language.

Lotto game for beginners.

1. Spanish language - Study and teaching 2. Game (Spanish language)

MODEL
611.8
Eye

Part of the eyeball (Model)
Denoyer-Geppert.
24 x 18 in.

Lesson plan.

1. Eye

MODEL
526.8
Map

Map projection model (Model) CCM
School Materials.
8 in. globe

5 printed map projections:
cylindrical, conical and azimuthal.
Guide.

1. Map projection

REALIA
591
Ani

Animal kingdom collection (Preserved)
(Realia) Faust Scientific Supply Co.
60 specimens in jars ← PHYSICAL DESCRIPTION

1. Zoological specimens - Collection and preservation

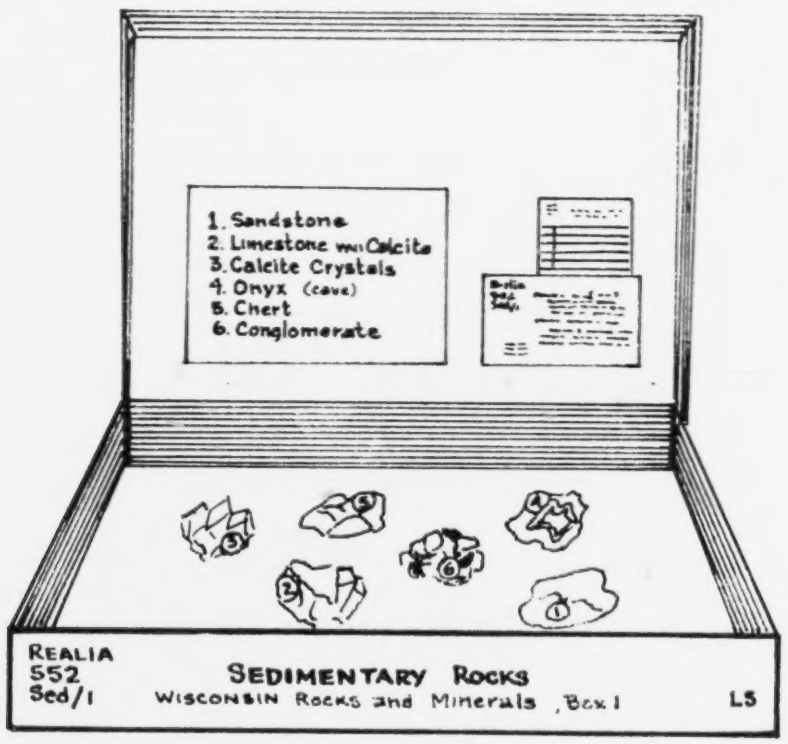
REALIA
737
Anc

Ancient coin replicas No. 9736
(Realia) Perfection Form Co.
19 coins

1. Coins

Processing

Models and realia: Place a call number and school symbol on the several parts or on the base of a single piece, and on the container



Game: The various pieces of a game need no markings. Place call number and school markings on the container.

Housing

Because of the size and shape of three-dimensional materials, inter-shelving is difficult. It is recommended that items be displayed on open shelves. When possible, locate near materials on related subjects. See page for an illustration of three-dimensional materials' storage.

Circulation

Attach a circulation card and pocket when possible or file circulation cards at charge-out desk.

Multi-Media Materials

STUDY KITS

Definition

A collection of three or more types of materials relating to a particular subject.

Cataloging

Call number:
- The symbol for the words "Study kit", KIT
- The Dewey classification number.
- The first 3 letters of the first title word:
  - KIT
  - 917.75
  - EXP

Main entry: The title, the words, "Study kit", enclosed in parentheses:
Exploring Ho-Nee-Um in the spring. (Study kit)

Imprint: The name of the producer, the date, if given.

Physical Description: Two spaces below the imprint, list the items, giving physical description if deemed necessary.

Notes:
- Useful information.
- A brief, clear summary sentence.

Tracings:
- Topical subject headings.
- Added entries as needed.

MULTI-MEDIA KIT →

KIT
535.4
Stu

Student kit for the absorption of light by chlorophyll No. 4017 (Study kit) Educational Methods Inc.

1 eyepiece
1 color slide
1 plastic chamber
1 anti-glare shield

← CONTENTS LISTED

1. Light 2. Color 3. Spectrum
I. Title II. Title: Absorption of light

← ALTERNATE TITLE

KIT
973.4
Fed

Federalists versus Republicans: response to change, 1789-1815 (Study kit) Olcott Foreard, 1970.

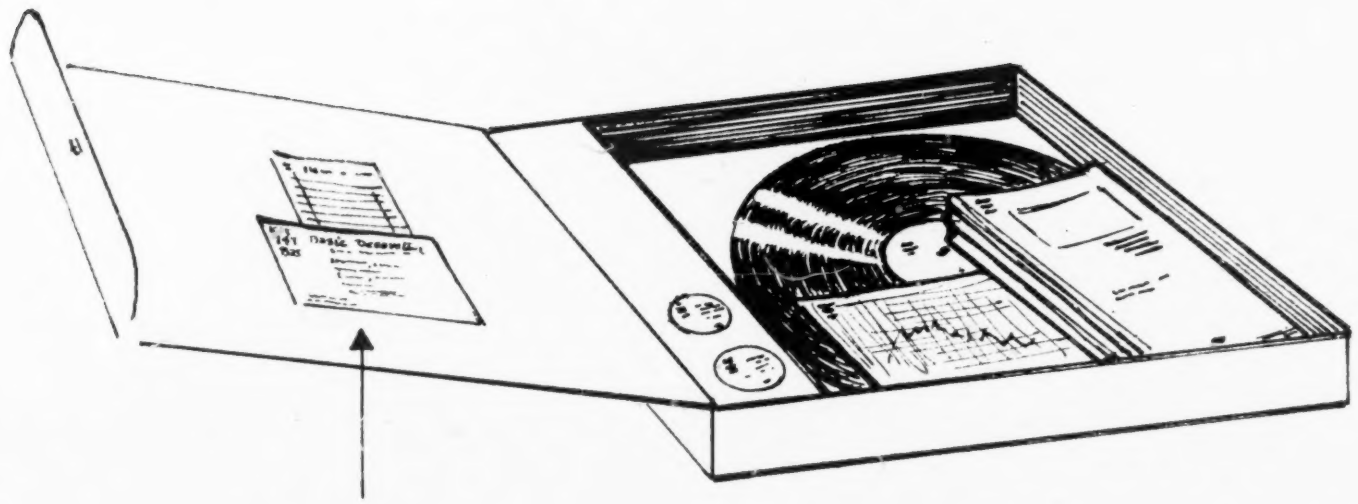
1 filmstrip
1 record
9 picture cards
31 duplicating masters
2 scripts, 6 each; 2 letters, 3 each
Teacher's guide.
1. U. S. - History - 1783-1809
2. Federal party

Processing and Storage

Each part of the contents of the kit is marked with the call number.

The title and call number should appear on one of the container's sides with the call number affixed for vertical or horizontal storage depending upon the size and construction of the container. Intershelve with other materials on the same subject.

CIRCULATION



LOCALLY PRODUCED MATERIALS

Transparencies, tapes, charts, maps, slides and filmstrips are developed and produced by Local Materials Production Services, part of the Instructional Materials Center, Department of Curriculum Development.

One of the main objectives of Local Materials is to upgrade the quality and availablity of materials about the local community's cultural and natural resources by communicating the knowledge of community experts in instructional sets designed according to the guidelines established by teachers and curriculum and learning coordinators. Materials in the form of slide sets with scripts, narrative tapes, guidebooks, pictures, charts, and bulletin board displays are produced as instructional resource sets. These sets are checked for accuracy by a 12 member project committee and appropriate experts from a 25 member community advisory board. Community groups which have assisted the project include the University of Wisconsin, the Madison Art Center, City of Madison officials, industries, the State of Wisconsin Aeronautics and Natural Resource Department, the Arboretum, Dane County officials, and the State Historical Society. All instructional sets are tested in the classroom before final revisions are made. Evaluations from teachers state that changes occur in the ways students perceive their community. There is also more active involvement of the parents, and the teachers feel that students have gained specific information valuable for personal awareness and for future citizen decision-making. Changes and additions to the Instructional Sets are made on the basis of these evaluations.

Since July 1, 1970, when Local Materials was continued with local support under the Madison Curriculum Department, revised materials have been cataloged and processed by the Processing Center for elementary and middle schools. Materials are also produced to supplement the needs of individual schools through requests of the IMC staff in each school.

LOCALLY PRODUCED MATERIALS

RT
+

Holling, Holling Clancy
Paddle-to-the-sea (Phonotape)
Dept. of Curriculum Development, Madison, Wisconsin Public Schools, 1967.
1 tape (reel) 20 min. 3 3/4 ips.

Read by Ken Peters.
Based on the book pub. by Houghton, 1941.

1. Great Lakes - Fiction
I. Title

← "BASED ON" NOTE

MULTI-MEDIA KIT →

KIT
977.5
Old

Old Abe, the Civil War Eagle (Study kit) Madison, Wisconsin Public Schools, 1970.

1 filmstrip 34 fr.
1 guidebook
1 tape (reel) 3 3/4 ips.

A Local Materials project of the Madison, Wis. Public Schools Instructional Materials Center.

← "CREDITS" NOTE

SUBJECT TRACINGS →

1. Wisconsin - History - Civil War - Persor al narratives
2. Eagles I. Madison, Wisconsin Local Materials

← LOCAL PRODUCER, ADDED ENTRY

KIT
581.5
Thr

Three layers of green in the Madison School Forest (Study kit) Visual Education Consultants.

2 filmstrips 86 fr.
2 tapes (reel) 25 min. 7 1/2 ips.
Guide.
Excerpt from the Science Teacher (3p.)
Contents: Introduction and canopy layer.- Shrub and herb layers.
A Local Materials project of the Madison, Wi sconsin Public School Curriculum Dept.

← "CREDITS" NOTE

cont.

EPHEMERAL MATERIALS

Not all library materials need complete cataloging. Ephemeral materials can be given subject indexing though general reference cards in the library catalog and inventory cards for the librarian's records:

For the librarian:

This item is not cataloged.
General reference cards are included
for your card catalog.

For the catalog:

BIRDS

Additional material on the above subject will be found in the special collections indicated below

☐ Vertical file ☐ Slide collection

☐ Picture file ☐ Art collection

Other ☐

Inventory card:

Media	Title
Title (cont)	
Supplier	
List of contents	
School Date Source Amt. Price	
Subject	

Ownership stamp on the item as well as the subject printed in a clearly visible place completes the preparation of these materials.

For these materials, where it is difficult to keep a borrowing card with the item, pre-printed forms can be provided which are filled out when the material is borrowed and destroyed when it is returned.

PICTURES
3 DAYS ONLY

PICTURE CALL NUMBER

DESCRIPTION AND NUMBER OF PICTURES TAKEN OUT

DATE TAKEN OUT

YOUR NAME ADDRESS & TELEPHONE NUMBER

SCIENCE CHARTS

1 DAY USE IN SCHOOL

DATE TAKEN OUT

CHART # AND NAME

YOUR NAME

YOUR ADDRESS

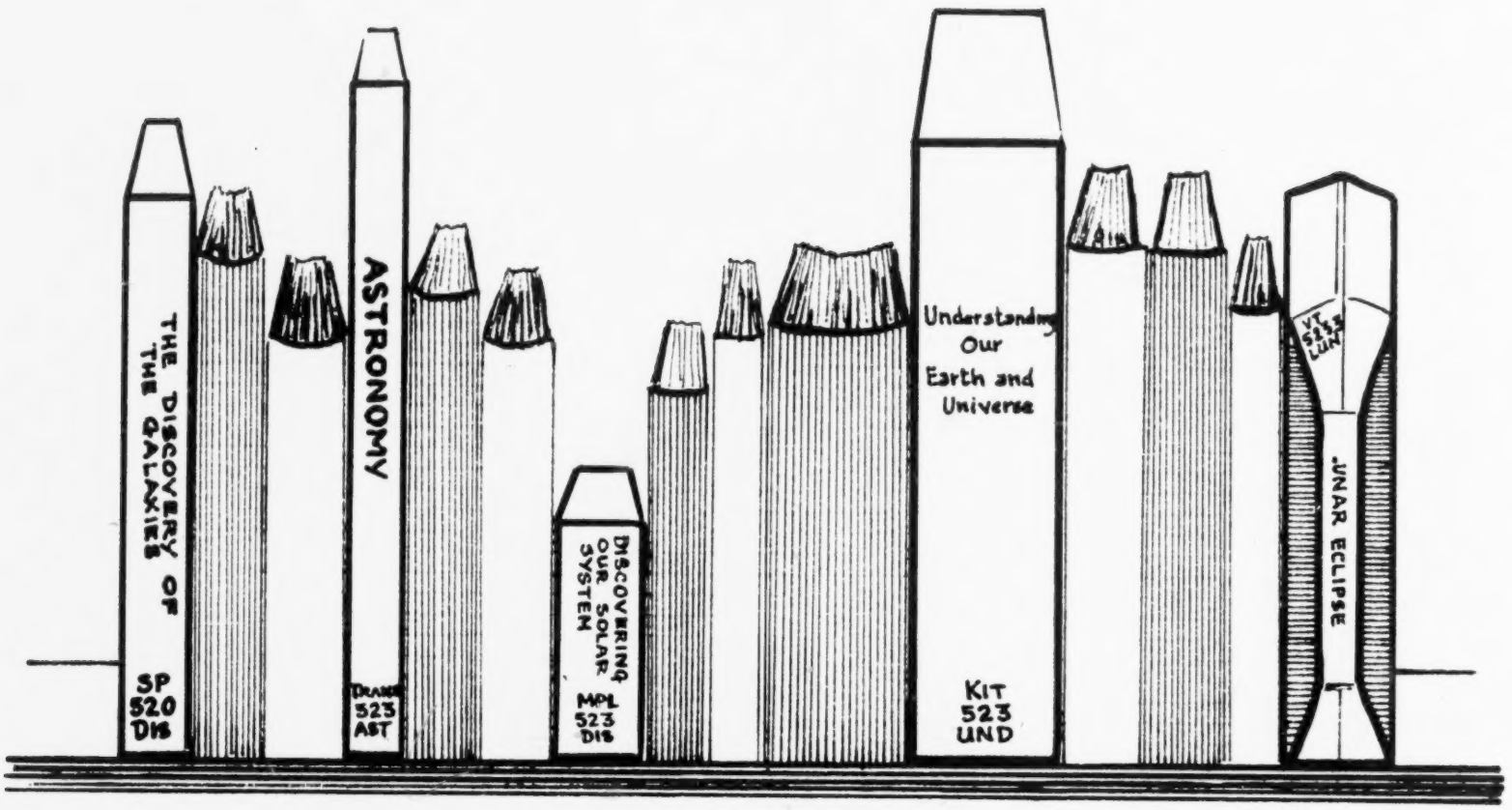
TELEPNONE NUMBER

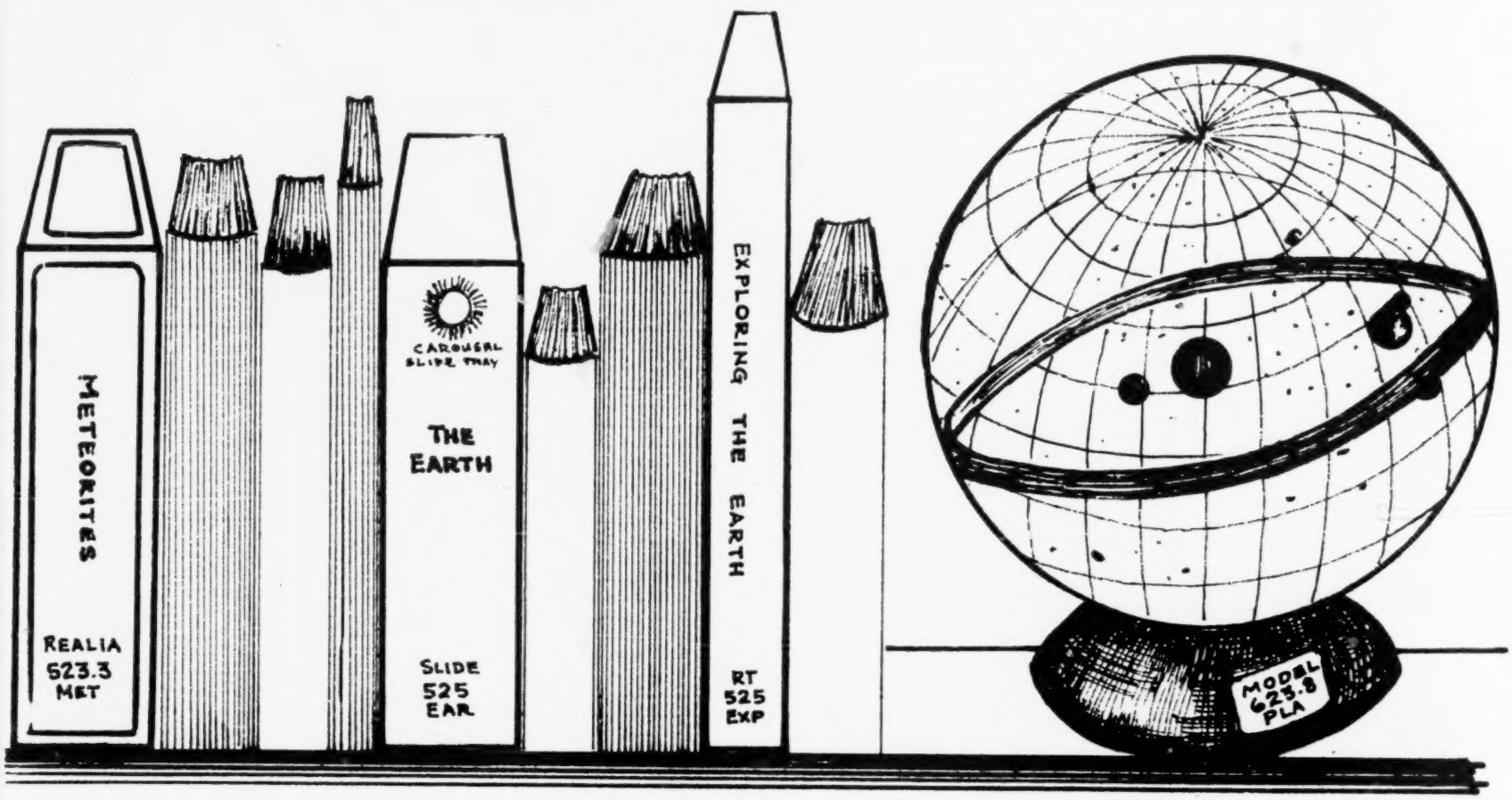
CATALOGING GUIDE

MEDIA	MEDIA CODE	MAIN ENTRY	TITLE, MEDIA IDENTIFICATION	IMPRINT	COLLATION	SERIES NOTES	NOTES	SUBJECT TRACINGS	ADDED ENTRIES
FILMSTRIP	FS	Title Supplier's catalog number	Media name (in parenthesis) i.e. : (Filmstrip)	Publisher Date	Number of frames Color IF A SERIES, AND CATALOGED AS A SERIES: Number of filmstrips, average length of frames	Series name	Guide, manual Contents or Summary	Yes	Author Analytic titles Series
SOUND FILMSTRIP	FSS	Title Supplier's catalog number	(Sound filmstrip)	Publisher Date	Same as for filmstrip Add record or tape description	Series name	Guide, manual Contents or Summary	Yes	Author Analytic titles Series
RECORD	RD	Author or composer Title	Title (Phonodisc) (Phonodisc)	Publisher Record serial number Date	Number of sides Size of disc in inches Number of revolutions per minute (rpm) Stereo, mono Duration	Series name	Title note Performer (s) Guide, script Contents "With" note	Yes	Author Title Composer Analytic titles Performer Series
LOOP FILM	MPL	Title Supplier's Catalog number	(Motion picture)	Publisher Date	Minutes (Duration) Color Standard or super 8 millimeter (mm)	Series name	Guide, manual Contents or Summary	Yes	Series
TAPE	RT	Title Author or composer	(Phonotape) Title (Phonotape)	Publisher Tape serial number Date	Number and kind of tape Duration Speed (inches per second) Stereo or mono	Series name	Guide, script Contents or Summary	Yes	Author Title Composer Title Performer Series
MULTI-MEDIA	KIT	Title Supplier's catalog number	(Study kit)	Publisher Date		Series name	Contents listed	Yes	Author Analytic titles
STUDY PRINT	SP	Title Supplier's catalog number	(Study print)	Publisher Date	Number of prints, size, color	Series name	Guide Contents	Yes	Series

STORAGE. SUMMARY TABLE.

AUDIO-VISUAL ITEM	STORAGE	ARRANGEMENT	AUDIO-VISUAL ITEM	STORAGE	ARRANGEMENT
ART PRINT	Cabinet or file drawer	Dewey classification Artist or school	REALIA	Display Special shelf	Dewey
CHARTS, MAPS, POSTERS	Cabinet or file drawer	Dewey or School	RECORDS	Upright on shelf or in record bin	Dewey
FILMSTRIPS	Filmstrip cabinet or container on shelf (series)	Dewey	SOUND FILMSTRIP	Container on shelf	Dewey
GAMES	Container on shelf	Dewey	SLIDES	Container or flat plastic sheets on shelf or drawer	Dewey Artist, school, subject
LOOP FILMS	Upright on shelf	Dewey	STUDY PRINTS	Upright in bin or flat on shelf	Dewey
MICROFORMS	Cabinet or File drawer	Dewey	TAPES	Upright on shelf	Dewey
MODELS	Display Special shelf	Dewey	TRANSPARENCIES	Vertical file or shelf in boxes	Dewey or subject
MULTI-MEDIA KITS	Container on shelf	Dewey	VIDEO TAPES	Upright on shelf	Dewey





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   National Union Catalog: 1958-1962. Vol. 51, Music and Phonorecords; part one: author list. Vol. 52, Music and Phonorecords, part two: subject index. Vol. 53, Motion Pictures and Filmstrips; part two: subject index.

2. Cumulated Volumes for 1963, 1964 and 1965 are available from Gale Research Company, 1400 Book Tower, Detroit, Michigan.

   Motion Pictures and Filmstrips. 3 vols.

   Music and Phonorecords. 3 vols.

3. Annual subscriptions to the catalogs are available from Library of Congress Card Division, Building 159, Navy Yard Annex, Washington, D.C.

   Music and Phonorecords. Semi-annually.

   Motion Pictures and Filmstrips. Quarterly.

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5. Audiovisual Instruction
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7. Educational Product Report (EPIE Forum) Educational Products Information Exchange Exchange Institute, 386 Park Avenue, S. N.Y., N.Y. 10016. October through June. $35.00
8. Film News. Film News Company. 250 West 57th St., New York, N.Y. 10019. $6.00.
9. Instructor. The Instructor Publications, Inc., Instructor Park, Danville, Ill. 14437. $8.00.
10. Media & Methods. Media and Methods Institute, Inc., 134 N. 13th St., Philadelphia, Pa. 19107. $7.00
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SCHOOL SYMBOLS AND CODES

Elementary

Allis	A1	001	Lindbergh	Ld	071
Crestwood	Cr	004	Longfellow	Lg	018
Elvehjem	Ev	006	Lowell	Lo	019
Emerson	Em	007	Marquette	Mr	020
Falk	Fa	011	Mendota	Me	021
Franklin	Fr	008	Midvale	Md	022
Glendale	Gl	009	Muir	Mu	017
Glenn Stephens	GS	032	Odana	Od	024
Gompers	Go	010	Orchard Ridge	Or	025
Hawthorne	Hw	012	Randall	Ra	026
Herbert Schenk	HS	027	Sandburg	Sa	053
Hoyt	Hy	013	Sherman	Sh	028
Huegel	Hu	038	Shorewood	Sw	029
Kennedy	JFK	036	Spring Harbor	Sp	031
Lake View	Lv	014	Thoreau	Th	023
Lapham	La	016	Van Hise	VH	034

Junior High and Middle Schools

Cherokee Middle	ChM	203	Marquette Jr	MrJ	220
East Jr	EJ	241	Orchard Ridge Middle	OrM	225
Gompers Jr	GoJ	210	Sennette Middle	SeM	242
Herbert Schenk Middle	HSM	227	Sherman Jr	ShJ	228
Jefferson Middle	JeM	245	Van Hise Middle	VHM	234
Lincoln Middle	LiM	237			

Senior High

East Senior	ES	141	Madison Memorial Sr.	MMS	145
LaFollette Senior	LS	142	West Senior	WS	143